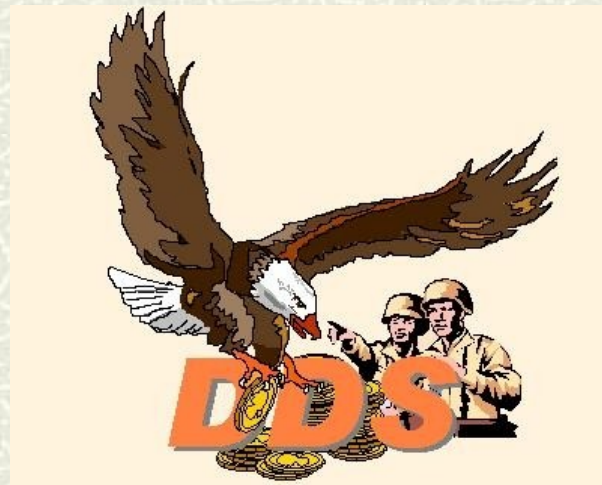




# ***US ARMY FINANCIAL MANAGEMENT COMMAND***



# Disbursing Agent Training

United States Army Financial Management Command  
(USAFMCOM)

Operational Support Team

# AGEND A

---

- # **Action, Condition, Standard**
- # **What is Disbursing?**
- # **Disbursing Personnel**
- # **Financial Systems/ Disbursing Office Set-up**
- # **Module 1 - System Administration**
  - **System Administration - OTCnet (CCS)**
  - **System Administration - DDS**
    - **DDS/ Disbursing Sites**
    - **Log-In/Access DDS**
    - **DDS Main Menu Screen**
    - **Add Users to DDS**
    - **DDS Help Menu**
- # **Module 2 - System Transactions**
  - **Open New Business Day - DDS**

# AGENDA (Cont.)

---

- **Set Exchange Rate - DDS**
- **Vault-to-Vault Transfer**
- **Processing Functions**
  - **Disbursement Transactions**
  - **Disbursing Irregularities (Overage/ Loss of Funds)**
  - **Non-Sufficient Funds (NSF) Check (DDO To DA)**
  - **Query Procedures**
  - **Backout Procedures**
- **Vault Menu**
  - **Vault Info/Vault Ledger**
  - **Agent Info**
  - **Cash Received From Bank**
  - **Add A Limited Depository Checking Account (LDA)**
  - **Add Funds To An LDA**



# **AGENDA (Cont.)**

---

- **Cash Withdrawal From An LDA**
- **Post A Payment To An LDA**
- **Post Interest/ Service Charges To An LDA**
- **Reconcile An LDA**
- **System Menu**
  - **Office Setup**
  - **Voucher Series Setup/Reset**
  - **Upload an APC file**
  - **Add A Line Of Accounting**
  - **Add A Default Line Of Accounting**
- **Reports Menu**
  - **Advance A Cashier**
  - **Clear A Cashier**

# AGENDA (Cont.)

---

## **#Module 3 - Close Business Day**

- **Close Business Day - OTCnet**
- **Close Business Day - DDS**
  - **Deposit Tickets**
    - **Batchlist (OTCnet - SF 215)**
    - **Sales (EC - SF 215)**
  - **Debit Vouchers (Load; EC - SF 5515)**
  - **Reports Menu**
    - **DD Form 2659**
    - **DD Form 1081**
    - **DD Form 2665**
- **Create The MilPay Interface File**

# **AGENDA (Cont.)**

---

- **Create/Retrieve A Remote File Transfer (RFT)**
- **DDS DB Utility Screen**
- **Example Of Close Of Business Day Sequence From DA To DDO**
- **End Of Day Checklist**
- **Change Disbursing Officer During Transfer Of Accountability**

## **#Module 4 -System Applications**

- **Over The Counter Channel Application (OTCnet)**
  - **OTCnet User Access Request**
  - **MVD Viewer/ Reports Viewer - CIRA/ Deposit Ticket/Reports**
- **Collections Information Repository (CIR)/PIR**
- **Deposit Ticket/ Debit Voucher**
  - **Access Request Form**



# **AGENDA (Cont.)**

---

- **EagleCash Daily Processing Procedures**
  - **EagleCash POC Request Form**
  - **EagleCash AKO Website**
  - **Receive/Process Hotlist, Warmlist From AKO ECC Website**
  - **Incident Reports**
  - **EagleCash Equipment And Supplies Request Forms**
- **Laptop to Kiosk Transaction Collection Procedures**

**# Security Forms (SF 700, SF 701, SF 702)**

**# Help Desk Information (DDS, OTCnet, EC)**

**# USAFMCOM OST Website**

**# Change Of Accountability Reminders**

**# Closing**

---

# ACTION, CONDITION, STANDARD

---

#**ACTION:** Perform Disbursing Agent operations utilizing the functional financial systems within disbursing.

#**CONDITION:** You have a requirement to perform disbursing operations with a computer loaded with the Deployable Disbursing System (DDS) software, EagleCash (EC) software, and Over The Counter Channel Application (OTCnet) software. The user will have access to the DoDFMR Volume 5, DDS Manual, EC Manual, OTCnet Manual, local standard operating procedures, standard office supplies, and equipment.

#**STANDARD:** The students will have successfully conducted disbursing agent functions within DDS, EC, and OTCnet, and receive a GO on the following actions:

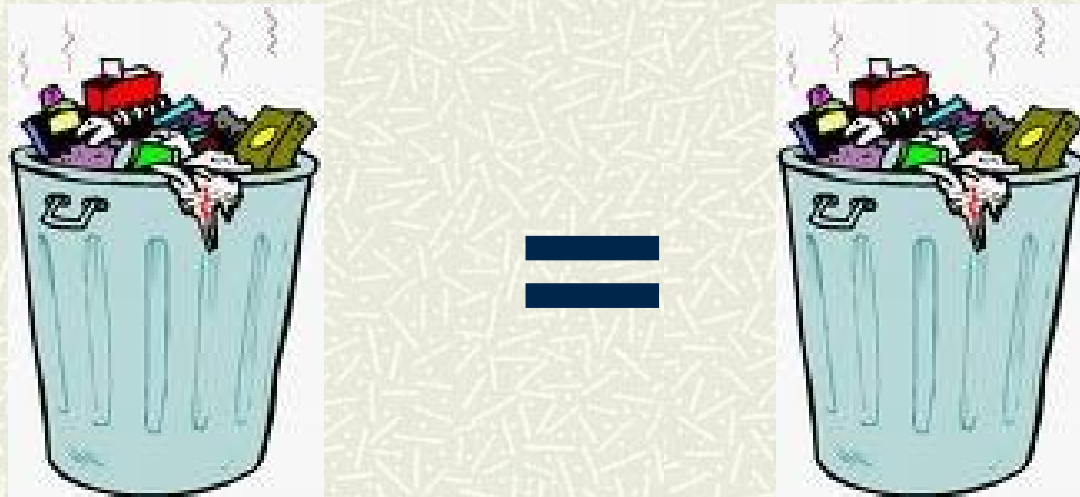
1. Properly open daily business.
2. Set-up user IDs and Profiles in DDS, EC/SVC
3. Request FM systems access to CIR and PIR, EC-AKO, Corps2 Server, and OTCnet.
4. Properly advance/clear agent funds.



# WHAT IS DISBURSING?

---

**Disbursing is defined as an operation that pays out expenditures, process collections and reimbursements, and provide exchanges of funds.**

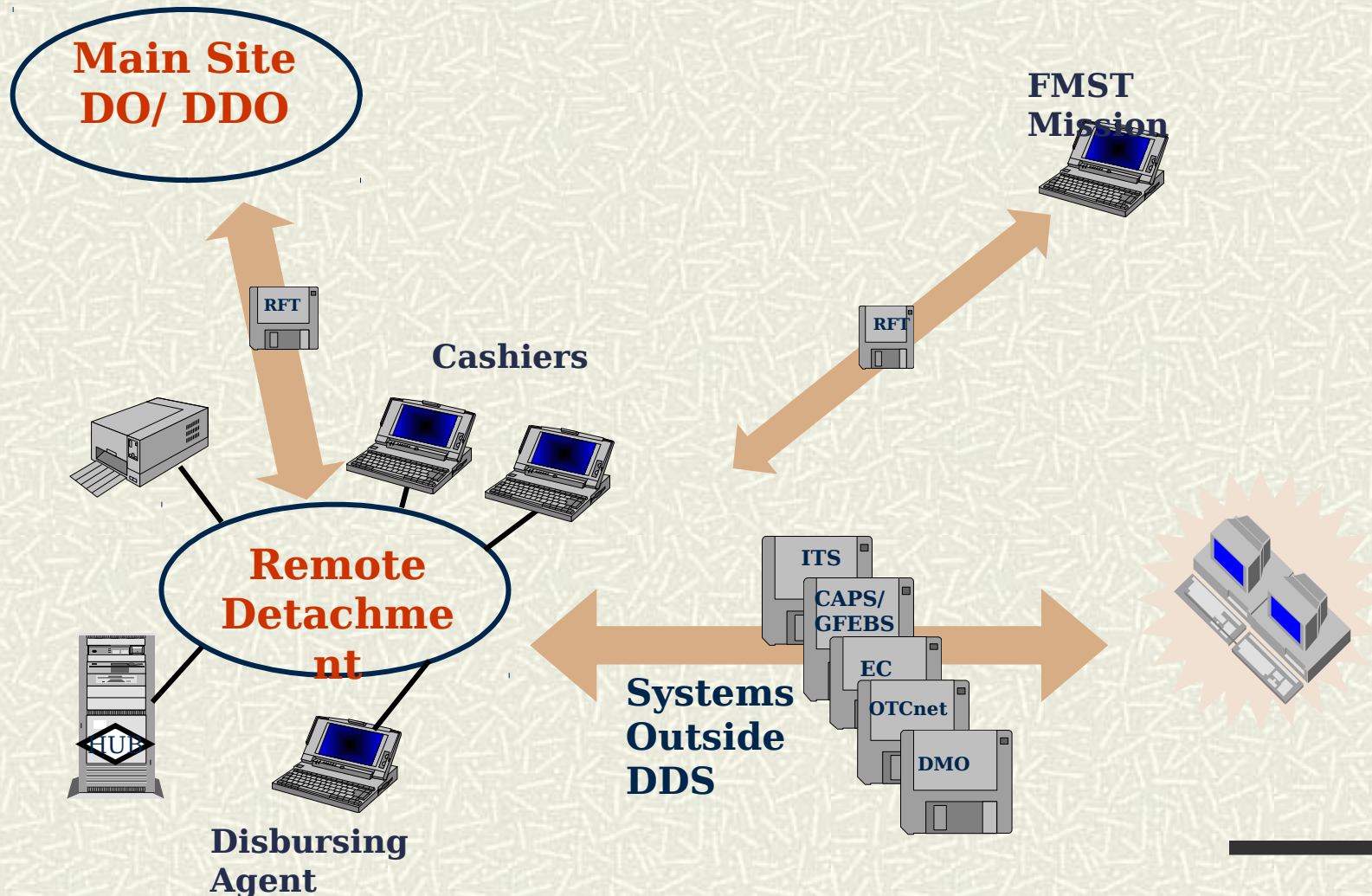


# DISBURSING PERSONNEL

---

- # **Disbursing Officer (DO)** – is an individual acting under formal appointment that is accountable as the account (DSSN) holder. All transactions are completed under the account holder. (SF 1219)
- # **Deputy Disbursing Officer (DDO)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. Maintains the central location of the account holder's vault, prepares the account holder's end of month reports. Responsible for reporting any abnormality within the DSSN. (DD Form 2657)
- # **Disbursing Agent (DA)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. (DD Form 2665)
- # **Certifying Official (CO)** – is an individual under formal appointment by an external official outside of disbursing to certify that payments are proper and just.
- # **Cashier** – is an individual designated by the DO to perform disbursements, collections, and accounting responsibilities. (DD Form 2665)
- # **Paying Agent (PA)** – is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of

# FINANCIAL SYSTEMS/ DISBURSING OFFICE SET- UP





# MODULE 1 - SYSTEM ADMINISTRATION

## Check Capture ADMINISTRATOR (CCA)

fms

Enterprise Single Sign On

[Forgot your Password?](#) [Forgot your User Id?](#) [Register](#) [?](#)

Log In To: [HTTPS://qaa.otcnet.fms.treas.gov/otcnet/home.jsf?\\_request\\_token\\_=8531009335708368997](https://qaa.otcnet.fms.treas.gov/otcnet/home.jsf?_request_token_=8531009335708368997)

- **User MUST be created prior to accessing OTCnet.**

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

[SecurID Token](#)

[PKI Certificate](#)

To log in please enter your FMS Single Sign On User ID and Password.

User ID:

Password:

[Log In](#)

[Reset](#)

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING  
WARNING  
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

# SYSTEM ADMINISTRATION - OTCnet



February 17, 2012

Home | My Profile | Training | Print | Help | Log Out

**OTCnet**  
Deposits Made Simple

Online Application

Connection Status: **Online**

Welcome, Agency Ateaaa

Check Processing Administration Reports

Manage Organizations Manage Check Processing Audit

Organization Hierarchy ▸

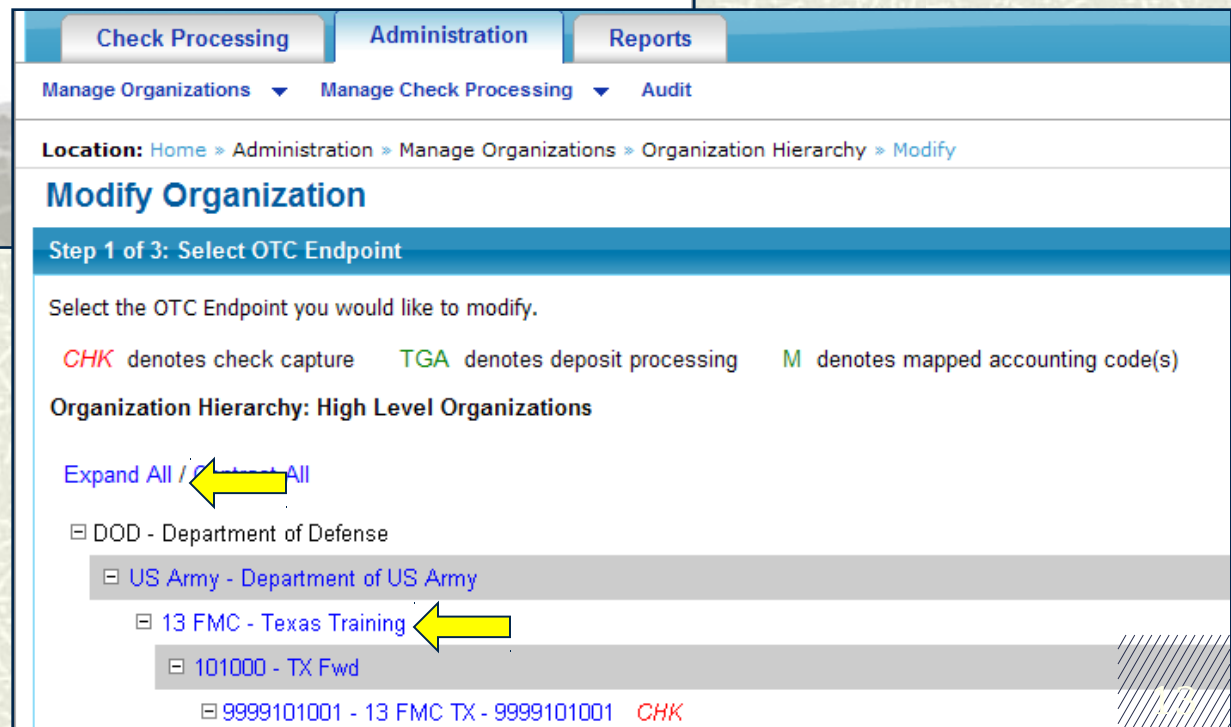
Modify

Delete

View

Search

Yellow arrows indicate the navigation path: Administration → Manage Organizations → Organization Hierarchy → Modify.



Check Processing Administration Reports

Manage Organizations ▾ Manage Check Processing ▾ Audit

Location: [Home](#) » [Administration](#) » [Manage Organizations](#) » [Organization Hierarchy](#) » [Modify](#)

## Modify Organization

Step 1 of 3: Select OTC Endpoint

Select the OTC Endpoint you would like to modify.

**CHK** denotes check capture    **TGA** denotes deposit processing    **M** denotes mapped accounting code(s)

Organization Hierarchy: High Level Organizations

[Expand All](#) / [Collapse All](#)

☐ DOD - Department of Defense

- ☐ US Army - Department of US Army
  - ☐ 13 FMC - Texas Training
  - ☐ 101000 - TX Fwd
    - ☐ 9999101001 - 13 FMC TX - 9999101001 **CHK**

Yellow arrows indicate the navigation path: Expand All / Collapse All → 13 FMC - Texas Training.

# SYSTEM ADMINISTRATION - OTCnet

[Check Processing](#)[Administration](#)[Reports](#)[Manage Organizations](#) ▾[Manage Check Processing](#) ▾[Audit](#)**Location:** [Home](#) » [Administration](#) » [Manage Organizations](#) » [Organization Hierarchy](#) » [Modify](#)

## Modify Organization

1

2

### Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.

**Organization Hierarchy:** DOD - Department of Defense

**OTC Endpoint:** 9999101001 - 13 FMC TX - 9999101001

\* Denotes required fields.

#### General

Short Name\*

Description\*

▸ ☐ Allow OTC Endpoint to create deposits for over-the-counter collections

▸ ☒ Check Cashing Policies

▸ ☒ Data Privacy

▸ ☒ Enable Check Capture

▸ ☐ Add lower levels to this OTC Endpoint

▸ Advanced Administration



# SYSTEM ADMINISTRATION - OTCnet

☐ Allow OTC Endpoint to create deposits for over-the-counter collections

☒ Check Cashing Policies

☒ Data Privacy

☒ Enable Check Capture

ALC+2 \*

9999101001

Queue Interface

☒ Yes ☐ No

OTC Verification Group

Short Name (Starting With)

9999101001

Clear

Search

Add Agency Group

OTC Verification Group

Current Agency Site

13 FMC TX

Short Name	Description	ALC+2	Delete
9999101001	13 FMC TX	9999101001	<input type="checkbox"/>

« Previous

Cancel

Next »

# SYSTEM ADMINISTRATION - OTCnet

[Check Processing](#) [Administration](#) [Reports](#)

[Manage Organizations](#) ▾ [Manage Check Processing](#) ▾ [Audit](#)


**Location:** [Home](#) » [Administration](#) » [Manage Organizations](#) » [Organization Hierarchy](#) » [Modify](#)

## Modify Organization

Step 3 of 3: Review OTC Endpoint

Verify the following information is correct and click **Submit** to modify the OTC Endpoint.

Organization Hierarchy: DOD - Department of Defense  
OTC Endpoint: 9999101001 - 13 FMC TX - 9999101001

 [\[Edit\]](#)

General	
Short Name	9999101001
Description	13 FMC TX
OTC Endpoint ( TGA )	No
OTC Endpoint ( CHK )	Yes

Check Capture	
ALC+2	9999101001
Queue Interface	Yes

## Modify Organization

Confirmation

The following OTC Endpoint has been modified.

Organization Hierarchy: DOD - Department of Defense  
OTC Endpoint: 9999101001 - 13 FMC TX - 9999101001

General	
Short Name	9999101001

Return Home

« Previous Cancel Submit

# SYSTEM ADMINISTRATION - OTCnet (Cont.)



February 17, 2012

Home | My Profile | Training | Print | Help | Log Out

**OTCnet**<sup>SM</sup>  
Deposits Made Simple

Online Application

Connection Status: **Online**

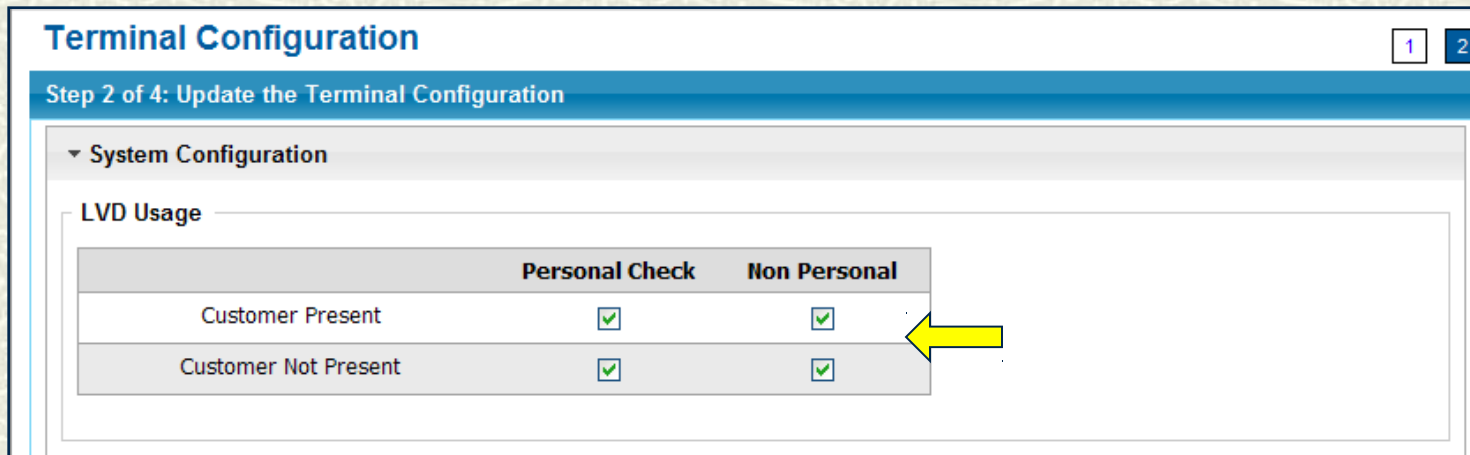
Welcome, Agency Aateaa

Check Processing | **Administration** | Reports

Manage Organizations ▾ | **Manage Check Processing ▾** | Reports

Terminal Configuration ▶ | Modify | View

Manage Centralized Deployment ▶



## Terminal Configuration

Step 2 of 4: Update the Terminal Configuration

▼ System Configuration

LVD Usage

	Personal Check	Non Personal
Customer Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Not Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# SYSTEM ADMINISTRATION - OTCnet (Cont.)

## Receipt Printing

☐ Person Present☒ Manual☐ Automatic☐ with preview☐ Person Not Present☒ Manual☐ Automatic☐ with previewPrinter Name  

**Terminal IDs are pre-assigned by the OTCnet fiscal agent. Contact the OTC Support Center to obtain the terminal ID (DSN: 510-428-6824 (options 1, 2, 4)). Once the Terminal ID has been entered, it cannot be changed**

## Application Configuration

Terminal ID\*



Host Name

cin-30271003

Processing

☒ Single☐ Batch

Cashflow

☒ Settle Best Method☐ Back Office Processing Only☐ Truncate All Items

Batch Control

☐ Optional☒ Mandatory

Batch Control Prompts

☐ Prompt on Batch Create☒ Prompt on Batch Close

# SYSTEM ADMINISTRATION - OTCnet (Cont.)

▼ Devices Configuration

Scanner*	RDM EC7000i ▼
Communication Channel *	<input checked="" type="radio"/> USB Port <input type="radio"/> Serial Port COM1 ▼
Franking Enabled	<input type="checkbox"/>
Keypad Enabled	<input type="checkbox"/>
Keypad Communication Channel	<input type="radio"/> Pass Through Channel <input checked="" type="radio"/> Serial Port COM1 ▼

Cancel	Next »
--------	--------

# SYSTEM ADMINISTRATION - OTCnet (Cont.)

## Terminal Configuration

### Step 3 of 4: Update the Configured OTC Endpoints

#### Available OTC Endpoints

<< < Page 1 > >> of 6 Pages

ALC+2	OTC Endpoint	Form Version	Description	Add [ Check All / Uncheck All ]
9999101002	9999101002	1040	4 FMCO TX	<input type="checkbox"/>
9999101104	9999101104	1040	93 FMCO GA	<input type="checkbox"/>
9999101301	9999101301	1040	266 FMC Germany	<input type="checkbox"/>
9999101305	9999101305	1040	D Det, 106 FMCO Italy	<input type="checkbox"/>

Add >>

#### Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [ Check All / Uncheck All ]
<input type="radio"/>	9999102002	9999102002	1040	OST2 IN	<input type="checkbox"/>
<input checked="" type="radio"/>	9999101001	9999101001	1040	13 FMC TX	<input type="checkbox"/>

Remove

<< Previous

Cancel

Next >>



# SYSTEM ADMINISTRATION - OTCnet (Cont.)

Location: [Home](#) » [Administration](#) » [Manage Check Processing](#) » [Terminal Configuration](#) » [Modify](#)

## Terminal Configuration

### Step 4 of 4: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

#### OTC Endpoint Configuration

 [\[Edit\]](#)

#### Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	9999102002	9999102002	1040	OST2 IN
✓	9999101001	9999101001	1040	13 FMC TX

#### Added OTC Endpoints

There are no new OTC Endpoints added

#### Removed OTC Endpoints

There are no OTC Endpoints Removed

#### System Configuration

 [\[Edit\]](#)

#### LVD Usage

	Personal Check	Non Personal
Customer Present	✓	✓
Customer Not Present	✓	✓

#### Receipt Printing

Printer Name

\\CIN-PU-W-2.DS.DFAS.MIL\CIN-P2-1-1  
29W-HP4250

# SYSTEM ADMINISTRATION - OTCnet (Cont.)

## Application Configuration

 [\[Edit\]](#)

Terminal ID	123456789
Host Name	CIN-48624983
Processing	Single
Cashflow	Settle Best Method
Batch Control	Mandatory
Batch Control Prompts	Prompts on Batch Close

## Devices Configuration

 [\[Edit\]](#)

Scanner	RDM EC7000i
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

[« Previous](#)[Cancel](#)[Submit](#) 

# SYSTEM ADMINISTRATION - DDS

---

- # Windows based, automated disbursing system based on the **DoDFMR, Volume 5:**  
<http://comptroller.defense.gov/fmr/05/index.html>.
- # Developed for use in tactical and OCONUS operations; now stateside as well.
- # Data is front loaded at the source; designed for single source input from the point of origin to the accounting system and to the accountability reports.
- # Can be operated as a stand alone computer, or over a network. Remote sites can be operated and integrated with the main site by the use of disks, WSFTP, e-mail, or AKO Knowledge Center.
- # Has Multiple Interfaces (OTCnet, EC, CAPS/GFEBS, ITS, DJMS/DMO).
- # Myth: Unforgiving; hard to work with.



# SYSTEM ADMINISTRATION - DDS

## **(Cont.)** DDS/Dispensing Sites

- #MAIN SITE** – The DO and DDO is located at the main site. All funds are centralized under each DSSN.
  - Kandahar, Afghanistan
  - Bagram, Afghanistan
- #REMOTE SITE** – The DA is located at the remote site. The DA is assigned a portion of the DO funds.
  - Camp Buehring, Kuwait
  - Kabul, Afghanistan
- #FMST/STAND-ALONE** – A cashier is advanced funds as part of a team on behalf of a DDO/DA and is away from the main or remote site. The team is mobile and can go anywhere to provide service to Soldiers on the battlefield.
- #CLIENT** – A system that has been set-up to map into another computer's database (DDO or DA). This system is normally used by a cashier when conducting normal day-to-day operations.

# SYSTEM ADMINISTRATION - DDS

(Cont.)  
Lost-In/Access) DDS

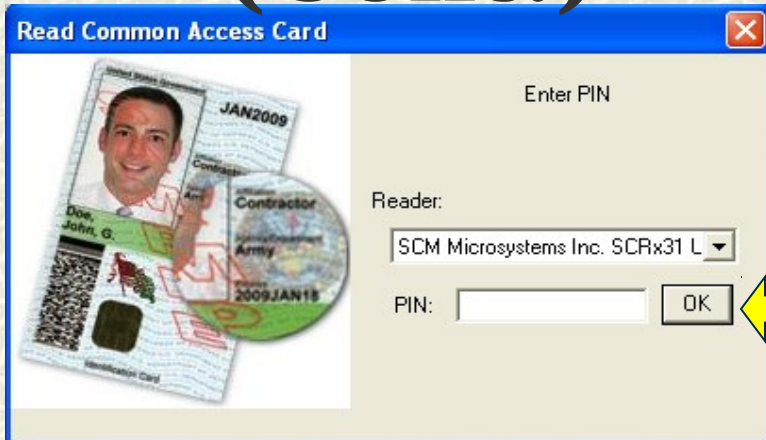
The screenshot shows the 'DDS Login' window with two tabs: 'Smartcard Authentication' and 'Password Authentication'. A yellow arrow points to the 'Password Authentication' tab. Below the tabs are input fields for 'User Id:' and 'Password:', and a checkbox labeled 'Change Password'. An 'OK' button is at the bottom right. Overlaid on this is a 'Forms' dialog box with a yellow warning icon. The text in the dialog reads: 'Warning: Password Expired. If Password is not changed now, access will be DENIED. Please enter a new password.' An 'OK' button is at the bottom right of the dialog, with a yellow arrow pointing to it.

The screenshot shows a 'Forms' dialog box with a red 'X' icon. The text inside reads: 'Associate CAC credentials to this DDS user?'. At the bottom are 'OK' and 'Cancel' buttons. A yellow arrow points to the 'OK' button, and another yellow arrow points to the 'Cancel' button.

- Selecting "Cancel" will not associate the user's CAC card to DDS.
- Selecting "OK" will display the "Read Common Access Card" screen.

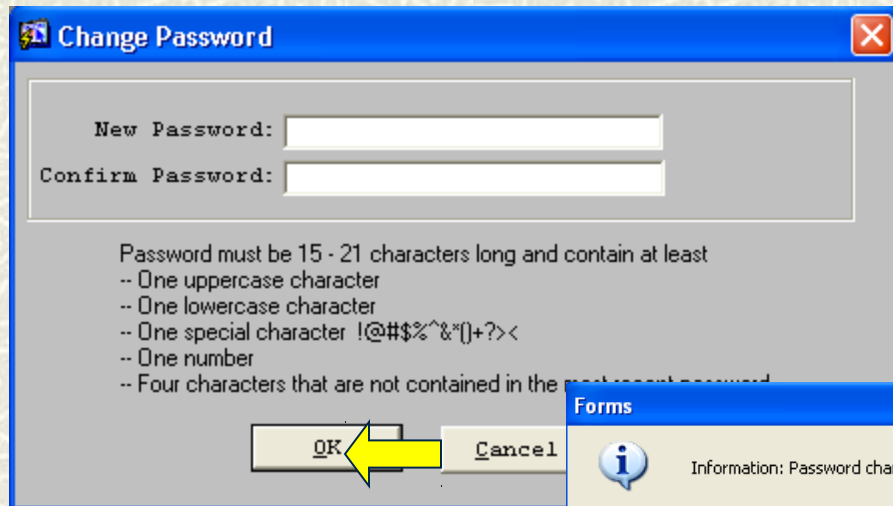
# SYSTEM ADMINISTRATION - DDS

## ~~(Cont.)~~ (Cont.) DDS (Cont.)



- If “ok” was selected.

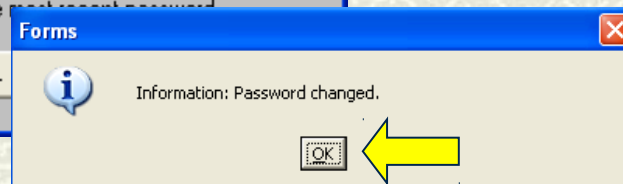
- Select appropriate CAC reader (ensure CAC is inserted).
- Enter PIN.
- Select “OK.”
- The “Change Password” screen will display.



**Password must be 15-21 characters.**

**Default Password for new users:**  
**NEW\$1USERnew\$1user**

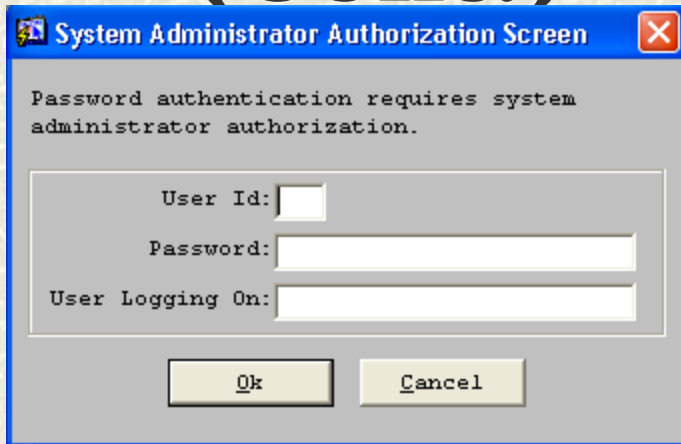
**\*\*Must not contain profanity**





# SYSTEM ADMINISTRATION - DDS

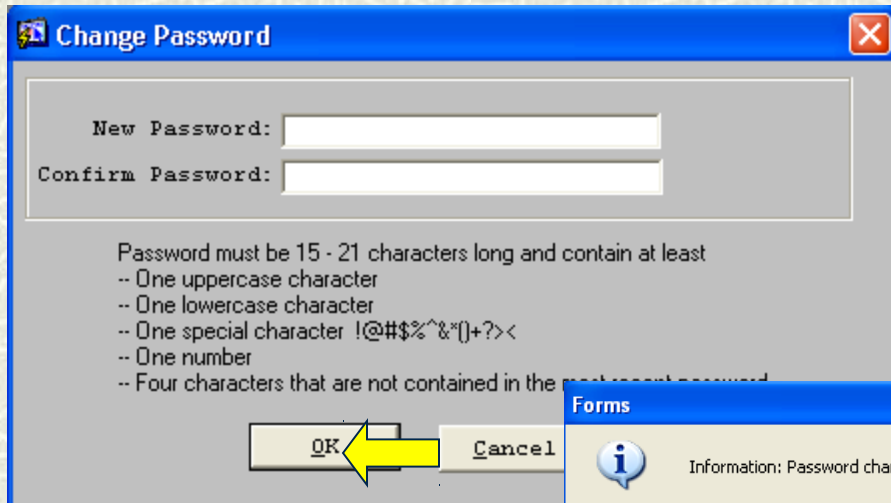
**(Cont.)** DDS (Cont.)



A screenshot of the 'System Administrator Authorization Screen'. The window has a blue title bar with the text 'System Administrator Authorization Screen' and a close button. The main area is gray and contains the text 'Password authentication requires system administrator authorization.' Below this are three input fields: 'User Id:', 'Password:', and 'User Logging On:'. At the bottom are two buttons: 'Ok' and 'Cancel'.

- If "cancel" was selected.

- A user with system admin capabilities will be needed to override the CAC card usage.

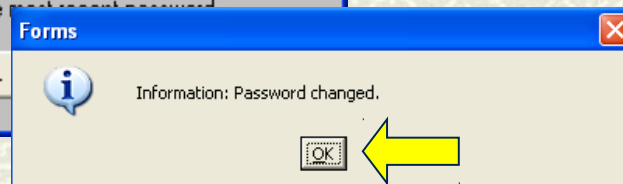


A screenshot of the 'Change Password' dialog box. The window has a blue title bar with the text 'Change Password' and a close button. The main area is gray and contains two input fields: 'New Password:' and 'Confirm Password:'. Below these fields is a list of password requirements: 'Password must be 15 - 21 characters long and contain at least -- One uppercase character -- One lowercase character -- One special character !@#\$%^&\*()+=?>< -- One number -- Four characters that are not contained in the most recent password'. At the bottom are two buttons: 'OK' and 'Cancel'. A yellow arrow points to the 'OK' button.

**Password must be 15-21 characters.**

**Default Password for new users:**  
**NEW\$1USERnew\$1user**

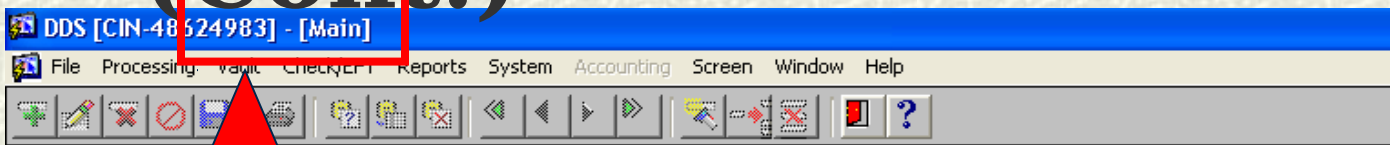
**\*\*Must not contain profanity**



A screenshot of an 'Information' dialog box. The window has a blue title bar with the text 'Forms' and a close button. The main area is light gray and contains an information icon (a lowercase 'i' in a circle) and the text 'Information: Password changed.' At the bottom is an 'OK' button. A yellow arrow points to the 'OK' button.

# SYSTEM ADMINISTRATION - DDS

## DDS Main Menu Screen



Deployable Disbursing

- **MAIN MENU SCREEN:** User **MUST** return to this screen after every transaction.



System

# SYSTEM ADMINISTRATION - DDS

(Cont.) DDS (1 of 4)

The screenshot displays the DDS System Administration window. The menu bar includes File, Processing, Vault, Check/EFT, Reports, System, Accounting, Screen, Window, and Help. The 'System' menu is open, showing options like Site, Accounting, Check/EFT, Archive/Purge, PCC Queue Maintenance, and SVC Queue Maintenance. The 'User Setup' sub-menu is also open, listing Office Setup, Voucher Series Setup/Reset, Currency Configuration, Vault Setup, and DO Setup.

Below the menu, the user setup form is visible. It includes fields for \*Site Id (40000 FOB ECCERS), \*User Id (ADM), Name (\*Last, \*First, MI) (ADMIN), \*SSN (123121212), Signature Block (ADMIN), PCC Login ID, SVC Login ID, and NMC Login ID. A checkbox for 'Inactive User' is present. A section titled 'User can Perform the Following Functions' contains a list of roles with checkboxes: Agent Functions, Deputy Agent, Mainpains Vault, System Admin (checked), Accounting, Office Manager, Payroll Certifier, Change Business Day, Certify Disbursement Voucher, Certify Collection Voucher, Print Checks, Input Voucher, and Payroll Preparer. At the bottom, there are buttons for Password, Appointment Memorandum, and VCT Access. A section for 'Agent Information Only' includes \*Rank (SSG), \*DEROS (01/31/2020), Date of Last 2665, and Total Balance (.00).

User can Perform the Following Functions	
<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Mainpains Vault	<input type="checkbox"/> Certify Collection Voucher
<input checked="" type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

- System
- Site
- User Setup

- Admin User



# SYSTEM ADMINISTRATION - DDS

## Add User to DDS (2 of 4)

\*SSN: 123456789

Signature Block: CERTIFIER

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

- |  |  |
|--|--|
| <input type="checkbox"/> Agent Functions   | <input type="checkbox"/> Change Business Day                     |
| <input type="checkbox"/> Deputy Agent      | <input checked="" type="checkbox"/> Certify Disbursement Voucher |
| <input type="checkbox"/> Maintains Vault   | <input checked="" type="checkbox"/> Certify Collection Voucher   |
| <input type="checkbox"/> System Admin      | <input type="checkbox"/> Print Checks                            |
| <input type="checkbox"/> Accounting        | <input type="checkbox"/> Input Voucher                           |
| <input type="checkbox"/> Office Manager    | <input type="checkbox"/> Payroll Preparer                        |
| <input type="checkbox"/> Payroll Certifier |  |

Password

Appointment Memorandum

VCT Access

- Certifier User

Appointing authority

DO or Commander Name:  
(\*Last, \*First, MI)

TYSON

OMAR

S

\*Title

DISBURSING OFFICER

\*DOD Component/organization

FOB EGGERS

\*Effective date

10/31/2012

Additional responsibilities include:

Additional regulations:

OK

Cancel

Print DD 577

# SYSTEM ADMINISTRATION - DDS

## Add User to DDS (3 of 4)

\*SSN: 987654321  
Signature Block: CASHIER  
PCC Login ID: AAATE001  
SVC Login ID: DISB101  
NMC Login ID:

Password

User can Perform the Following Functions

<input checked="" type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintain Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Appointment Memorandum

VCT Access

### Cashier User

- Must pay special attention to the interface user IDs for OTCnet and EC.

Certify Disbursement Voucher

Appointing authority

DO or Commander Name:  
(\*Last, \*First, MI)

JORMAN

RONALD

\*Title

DISBURSING OFFICER

\*DOD Component/organization

WHISKEY DETACHMENT

\*Effective date

02/11/2011

\*Type

CASHIER

\*Amount

500,000.00

Additional responsibilities include:

Additional regulations:

OK

Print DD 577

# SYSTEM ADMINISTRATION - DDS

## Add User to DDS (4 of 4)

\*SSN: 400404004

Signature Block: DISBURSING AGENT

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input checked="" type="checkbox"/> Change Business Day
<input checked="" type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input checked="" type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input checked="" type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

**Disbursing Agent User**

Disbursement Voucher

Appointing authority

DO or Commander Name:  
(\*Last, \*First, MI)

COLE

ANTHONY

\*Title

DISBURSING OFFICER

\*DOD Component/organization

USAFMCOM

\*Effective date

02/24/2011

\*Type

DISBURSING AGENT

\*Amount

1,000,000.00

Additional responsibilities include:

Additional regulations:

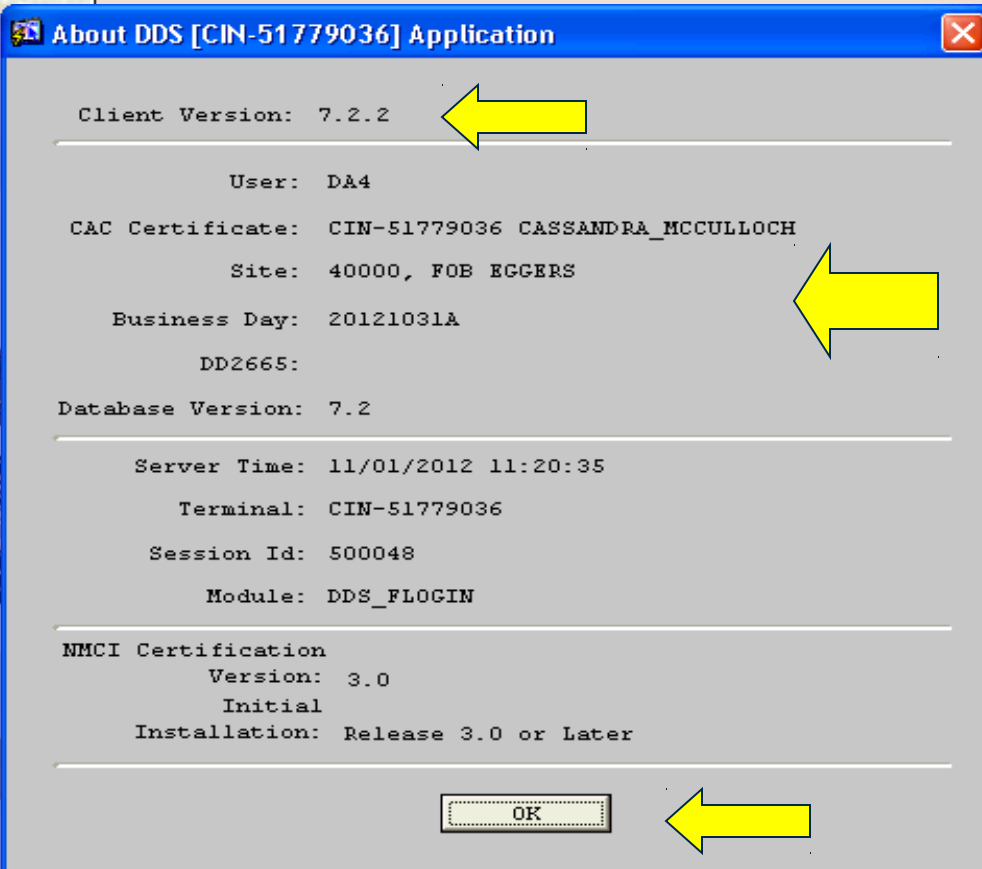
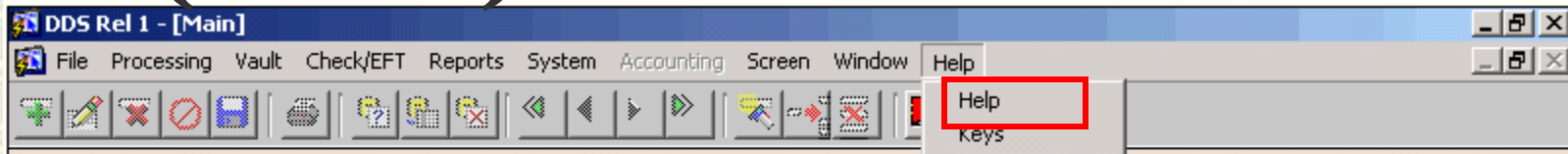
OK

Print DD 577

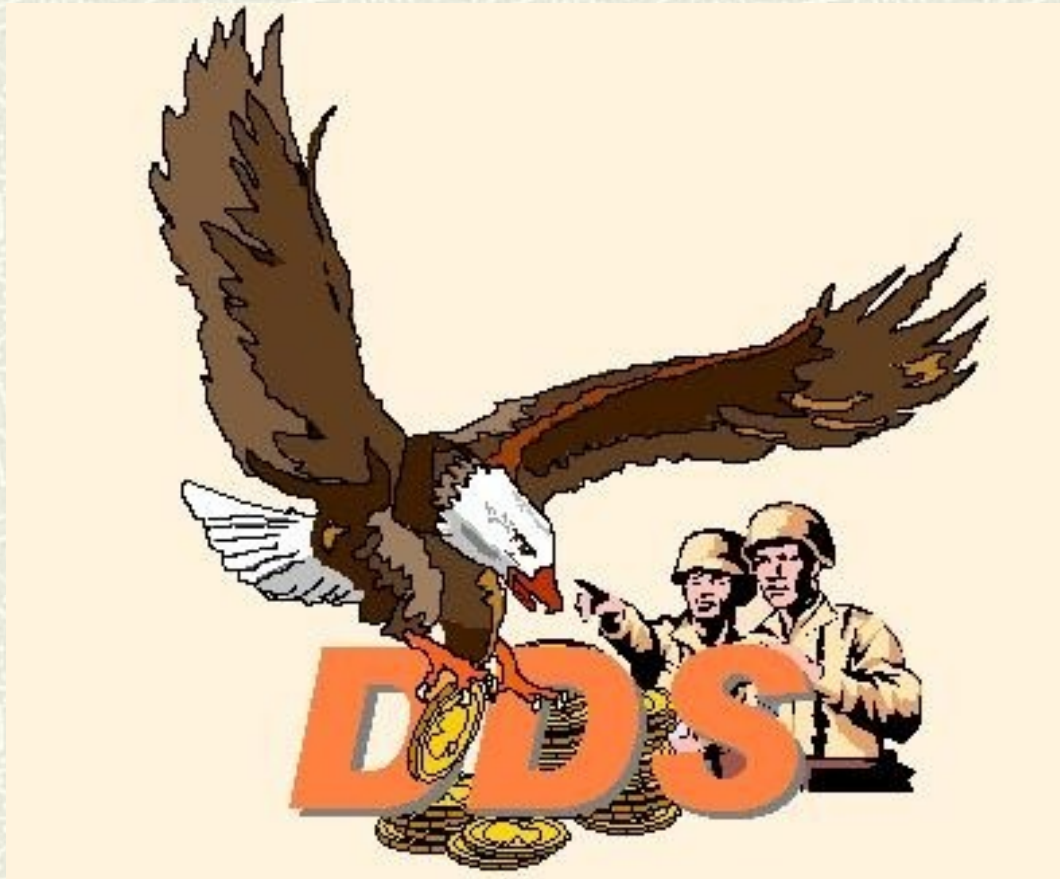


# SYSTEM ADMINISTRATION - DDS

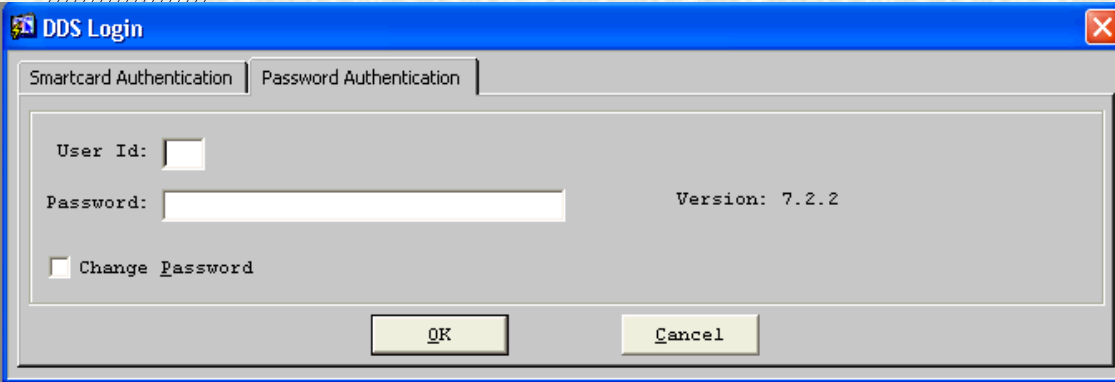
(Continued)



# MODULE 2 - SYSTEM TRANSACTIONS



# OPEN NEW BUSINESS DAY - DDS



DDS Login

Smartcard Authentication | Password Authentication

User Id:

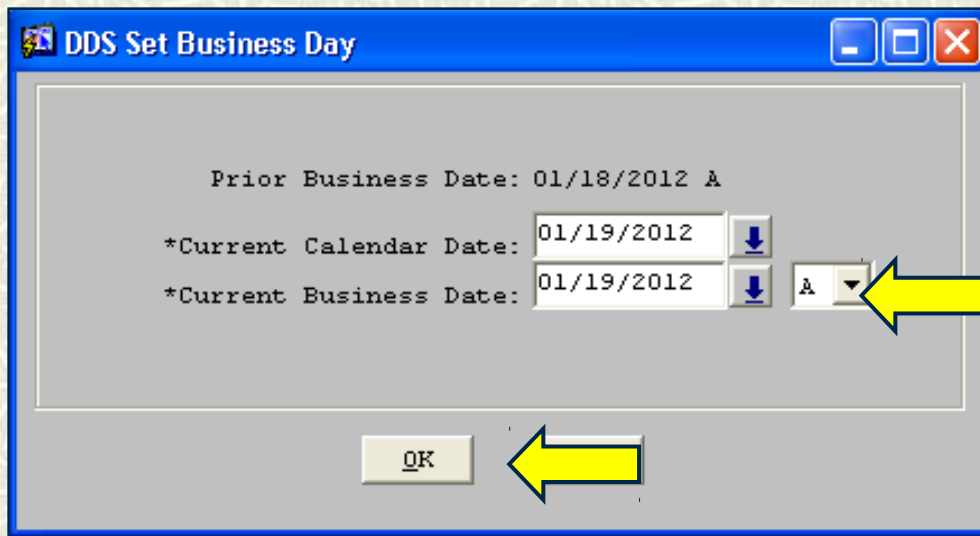
Password:

Version: 7.2.2

☐ Change Password


OK Cancel



- If the business day is closed in DDS, once the DA logs into DDS, a window will prompt the user to “Set Business Day.”
- If the user does not want to open a new business day, but make changes to DDS, the user will select cancel. This will take the user to the “Main” screen.



DDS Set Business Day

Prior Business Date: 01/18/2012 A

\*Current Calendar Date: 01/19/2012 

\*Current Business Date: 01/19/2012  A 

OK

- The “Current Calendar Date” and the “Current Business Date” should be set (generally the same).
- The alpha character (A - Z) represents additional business days that may be opened without changing the calendar/business date. For example, if the DA sets the wrong exchange rate, instead of opening a new business day with a different date, the user would open a “B” day.
- DDS will always default to an “A” day.



# SET EXCHANGE RATE - DDS

01/19/2012 A      \*Currency Code: FC      1 of 1

☒ Daily Exchange Rates?

	Prior	*Current
Accommodation:	50	50
Prevailing:	50	50
Official:	50	50
Average:		
International EFT:		

Enter the day's FC exchange rates here and they will appear in the grid below.

Curr Code	Accommodation	Prevailing	Official	Average	International EFT
FC	50	50	50		

Accommodation rate is used to calculate FC amounts on accountability reports, vouchers or outgoing exchange transactions.

Prevailing (a.k.a reconversion) rate is used to calculate FC purchases (e.g., when a cashier receives foreign currency in exchange for US currency).

Official rate is used to calculate the U.S. dollar value of Limited Depositary Accounts (LDAs) and checks written from LDAs.

Average rate is used when the disbursing office uses the same exchange rate for all foreign currency transactions.

# VAULT-TO-VAULT (V2V) TRANSFER

- There are four stages to taking over an account within DDS.
- 1. Establish a new user (DA).
- 2. Establish a new vault (inactive).
- 3. Print vault ledger, then transfer (V2V) funds to new user. The new user will verify amount against the DD Form 1081.
- 4. The new user will accept funds via vault to vault in DDS.

System	Accounting	Screen	Window	Help
Site	Accounting	Check/EFT	User Setup	Office Setup
			Voucher Series Setup/Reset	

\*SSN: 400404004

Signature Block: DISBURSING AGENT

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input checked="" type="checkbox"/> Change B
<input checked="" type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input checked="" type="checkbox"/> Maintaining Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input checked="" type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

System	Accounting	Screen	Window	Help
Site	Accounting	Check/EFT	User Setup	Office Setup
			Voucher Series Setup/Reset	
			Currency Configuration	
			Vault Setup	
			DO Setup	
			Replication	

Site Id: 00005 REMOTE SITE 5 - KANDAHAR DA

\*User Id: JCK

User Name: DA, NEW

\*Vault Code: JK

☒ Inactive Vault

Vault Description: NEW DISBURSING AGENT

- System; Site; Vault Setup
- The "Vault Code" will be new DA initials (first/last name).
- Check the "Inactive Vault" box. Only one vault can be active at a time at a remote site.
- Enter a description of the new DAs vault.
- Once all information is entered, select save and a window will appear stating the new vault was successfully inserted.

Forms

Information: Vault JK was successfully inserted.

OK

# VAULT-TO-VAULT (V2V) TRANSFER (Cont.)

Vault Check/EFT Reports Sys

- Vault Info
- Agent Info
- Cash Received from Bank
- Overdraft/Underdraft
- Vault-to-Vault Transfer**

- After vault setup, outgoing DA will transfer funds to new DA.
- Vault
- Vault-to-Vault Transfer

Issuing User Id: DA1 \*Issuer \*Receiving User Id/Site: [dropdown]  
 Issuing User Site Number: 10001 Vlt Code [dropdown] Name of Receiver: JCK10001  
 Name of Issuer: PABLO SANCHEZ \*Receiver Vlt Code [dropdown]

☐ Return ☐ Partial ☒ Advance ☐ Full

Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
 TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1	Balance Forward:	.00	.00	.00	.00
1 2	U.S. Dollars:	.00	.00	.00	.00
3	Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00

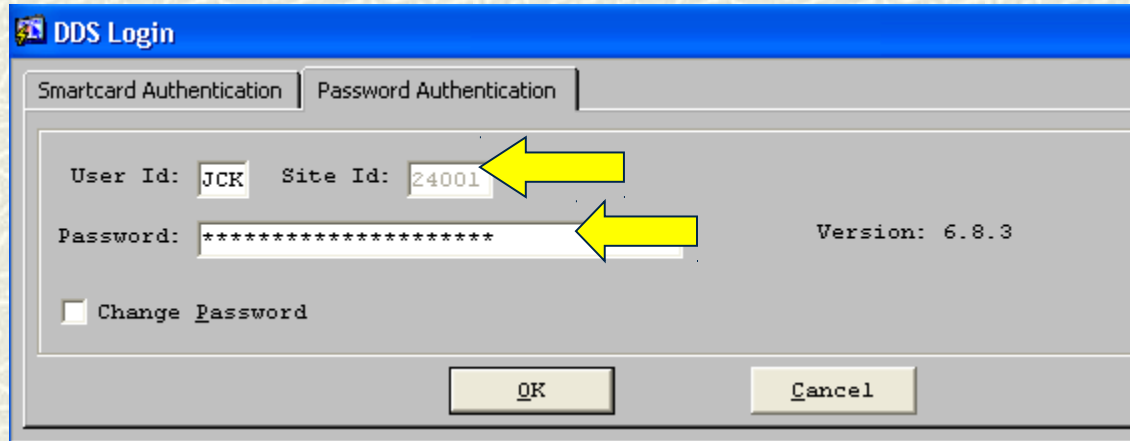
- On the V2V 1081, the "Issuing User ID", "Issuing User Site Number", and "Name of Issuer" will
- Select receiving user ID, Issuer vault code, and "Full" for type of advance.
- All funds and documents outstanding under outgoing DA will transfer over to new DA.
- Select save.
- A window with the V2V 1081 will appear. DA will print form.

SEQUENCE # 1 STATEMENT OF AGENT OFFICER'S ACCOUNT 02/17/2012 14:49:48

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER RONALD JORMAN FOB WHISKEY 8550	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/PO number and Telephone number) JAMES C KELLEY *****4554 FOB WHISKEY
---	---

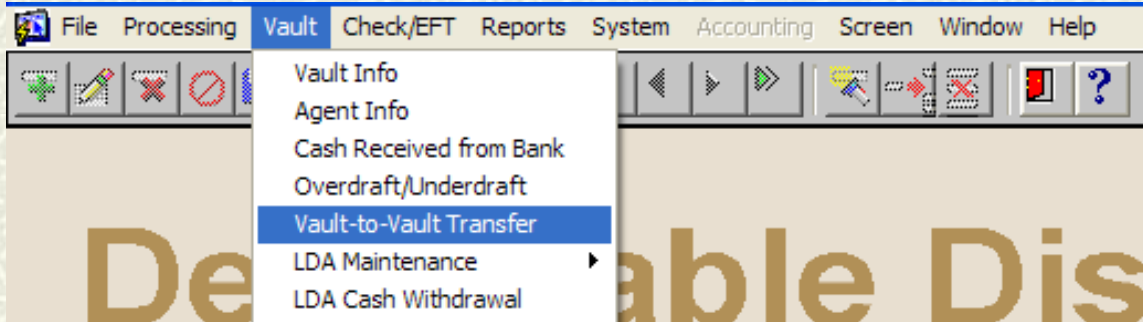


# VAULT-TO-VAULT (V2V) TRANSFER (Cont.)



The image shows a 'DDS Login' dialog box with two tabs: 'Smartcard Authentication' and 'Password Authentication'. The 'Password Authentication' tab is selected. It contains fields for 'User Id' (JCK) and 'Site Id' (24001), both highlighted with yellow arrows. Below these is a 'Password' field filled with asterisks, also highlighted with a yellow arrow. To the right of the password field is the text 'Version: 6.8.3'. At the bottom left is a checkbox labeled 'Change Password'. At the bottom right are 'OK' and 'Cancel' buttons.

- The old and new DA will verify the funds in the vault against the ledger and the V2V 1081.
- Once vault has been verified, the new DA will log in and accept the funds.
- In order for the new DA to accept the funds, the DA will select:
  - Vault
  - Vault-to-Vault Transfer
- The vault will automatically switch from the out-going to the incoming DA (switch the activation between DAs)



# VAULT-TO-VAULT (V2V) TRANSFER

- A V2V 1081 will be available for the new DA.
- The new DA will select the correct vault code under the "Receiver Vlt Code" and then "confirm."
- The new DA will denominate the funds received according to the bills on-hand (on ledger or V2V 1081).

Issuing User Id: DA1 \*Issuer \*Receiving User Id/Site: JCK10001  
 Vlt Code  
 Issuing User Site Number: 10001 PS Name of Receiver: JAMES C KELLEY  
 Name of Issuer: PABLO SANCHEZ \*Receiver Vlt Code: JK

☐ Return  
☒ Advance
 ☐ Partial  
☒ Full

Confirm

STATEMENT OF AGENT OFFICER'S ACCOUNT  
 TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:		.00		1,062,500.00
1 2 U.S. Dollars:	950,000.00			
3 Foreign Curr(U.S. Equivalent):	112,500.00			
4 Military Payment Certificates:	.00			

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	N/A	950,000.00	1	950,000.00

Forms

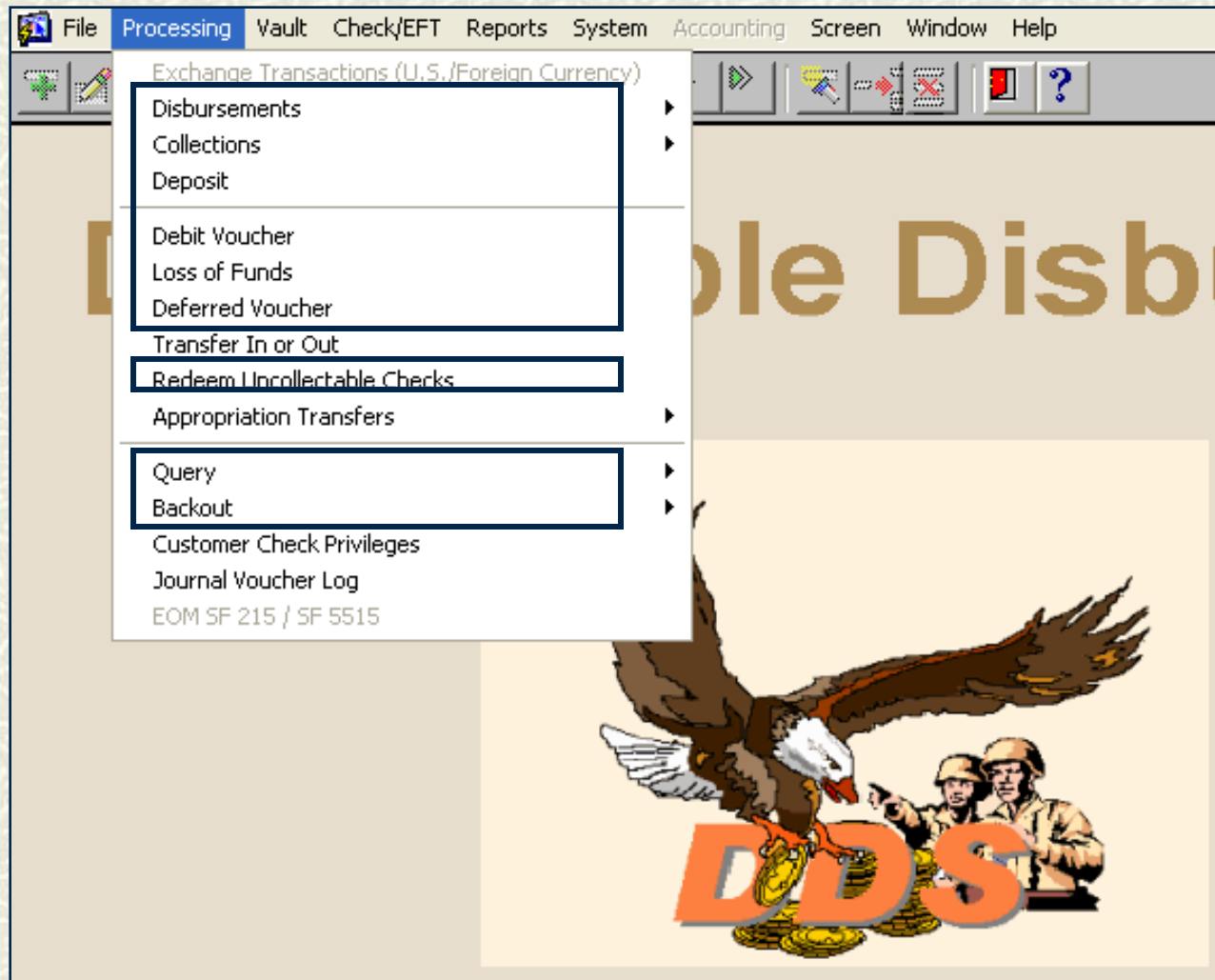
Continue with confirmation?

OK

For Vault: \$950,000.00

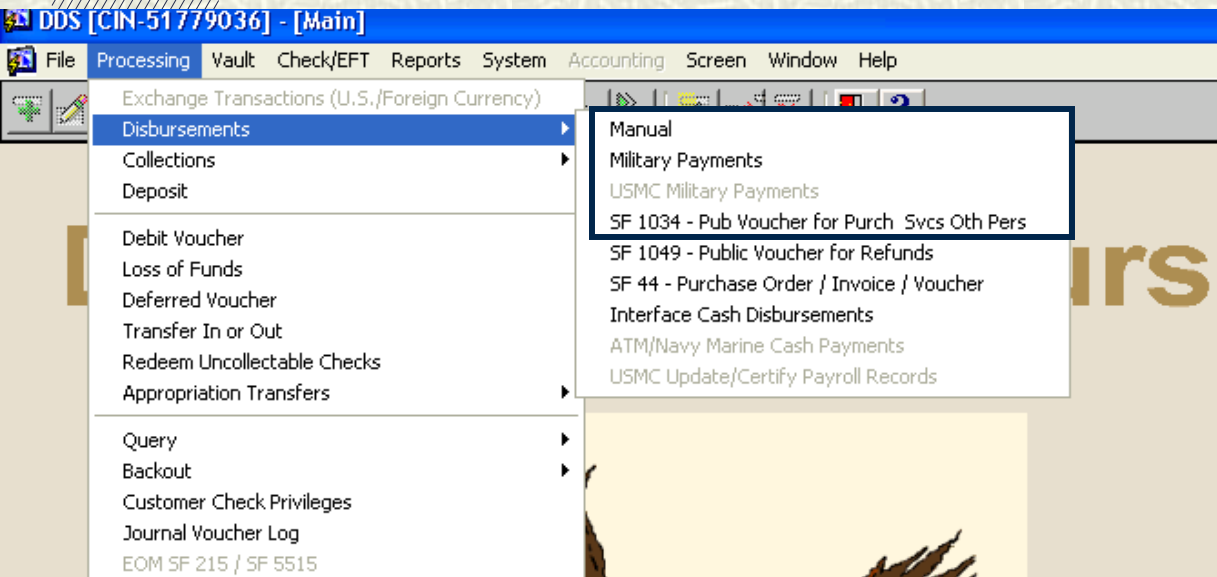
Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	0	8,910	8910	891,000.00
50 DOLLAR BILL	0	678	678	33,900.00
20 DOLLAR BILL	0	198	198	3,960.00
10 DOLLAR BILL	0	801	801	8,010.00
5 DOLLAR BILL	0	653	653	3,265.00

# PROCESSING FUNCTIONS





# DISBURSEMENT TRANSACTIONS



- **Different disbursement transactions with DDS:**
- **Manual - pre-certified document input by cashiers.**
- **Military payments - casual payments (or local payments) input by cashiers.**
- **SF 1034 - input by DA as a cover document for SF 44 payments by paying agents (see Paying Agent class).**

## System

# DISBURSING IRREGULARITIES

---

## # **Overage (DD Form 1131 - Cash Collection Voucher (CCV)):**

# The DA, upon discovering an overage, will conduct a thorough review of the cashier's business. If the discrepancy cannot be resolved, the DA will notify the CDR and the DDO, will counsel the cashier, and have the cashier process the overage. The CDR will notify the FMSU CDR.

# Based upon the DDO's guidance, the cashier will prepare the CCV with the DO's Suspense Account line of accounting (21F3875).

## # **Loss of Funds (LoF) (OF 1017G - Journal Voucher):**

# The Disbursing Agent (DA), upon discovering a shortage, will conduct a thorough review of the cashier's business. If the DA cannot resolve the discrepancy, the DA will notify the CDR and the Deputy Disbursing Officer (DDO). The CDR will notify the FMSU CDR.

# Depending on the amount of the loss will determine the next step for the Disbursing Office.

# For a minor LoF (no fraud involved), the CDR will investigate and attempt to resolve the discrepancy. If the discrepancy cannot be resolved, the DA will have the cashier complete the LoF within DDS (if loss was by the DA, the DA will process LoF), will counsel the cashier, and prepare an MFR stating the circumstances surrounding the loss with a recommendation to the Disbursing Officer (DO) and will be signed by the CDR. The DA must forward the LoF to the DDO within 24 hours.

# For major LoF, an Investigating Official (IO) must be appointed by the CDR of the DO. The DA will have the cashier complete the LoF within DDS (if loss was by the DA, the DA will process LoF), counsel the

# DISBURSING IRREGULARITIES (Cont.)

## Disbursing Irregularities (Overage 1 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)  
Disbursements  
Collections  
Deposit  
Debit Voucher  
Loss of Funds  
Deferred Voucher

Manual  
DD 1131 - Cash Collection Voucher  
SF 1098 - Sched of Canceled or Undeliv Checks  
Reverse  
Savings Deposit Program

- Process allows authorized users to input an overage at the level in which the overage occurred.
- The cashier should input all overages (even if found at the DA level).
- The cashier will input the DO location for the overage.

DD1131 Remitters

Cash Collection Voucher

\*Collection Type: RECEIPT

Disbursing Office  
Collection Voucher No. CV

Receiving Office  
Collection Voucher No.

Activity (Name & Location)  
☐ Person ☒ Institution  
 Institution  
 106TH FMCO  
☐ US ☒ Foreign  
 FOB DESTINY  
 APO AE 09033

Received and Forwarded By  
 (Printed name, title and signature)  
 Name  
 106TH FMCO  
 Title  
 Date Received



# DISBURSING IRREGULARITIES (Cont.)

## Disbursing Irregularities (Overage 2 of 3)

- The period will be the day the overage occurred.
- The cashier will select the appropriate currency (US or FC) and the amount.

D I S O B F U F R I S C I E N G	Activity (Name and location, include Zip Code)							
	10001 CAMP ALPHA							
	CAMP LIBERTY							
Disbursing Officer (Name and title)				Date Received (subject to collection)				
JOHN . SMITH								
DISBURSING OFFICER				DSSN 8550		03/31/2011 A		
Period: From: 11/28/2011 To: 11/28/2011								
Total U.S. Equivalent Collected: 10.00								


  

*Curr Cd	*Amount	*Exch Rate	US Equiv	NI Type	NI Number	NI Date	Name
US	10.00	1	10.00				

# DISBURSING IRREGULARITIES (Cont.)

## Disbursing Irregularities (Overage 3

- On the "Remitters" tab, the cashier will choose the appropriate business date.
- The "Name of Remitter" will have a complete description of what happened.
- The "Detail Description" will state what was being brought in to the accountability.
- The line of accounting will be F3875 for the DO's Suspense Account until it can be determined as to where to apply it.
- A copy of the DD Form 1131 will be placed in the CCV box for accountability.

DD1131 Remitters 


Cash Collection Voucher

\*Collection Type: RECEIPT


Disbursing Office  
Collection Voucher No. - CV

Receiving Office  
Collection Voucher No. -


Remitter Total: 10.00 Remitter 1 of 1

Date Received: 11/28/2011 


\*Name of Remitter  
Description of Remittance

COLLECTION IS DUE TO AN OVERAGE FOUND DURING THE COURSE OF THE BUSINESS DAY BY SPC JONES ON 28 NOVEMBER 2011. 

Detail Description of Purpose for which Collections were received

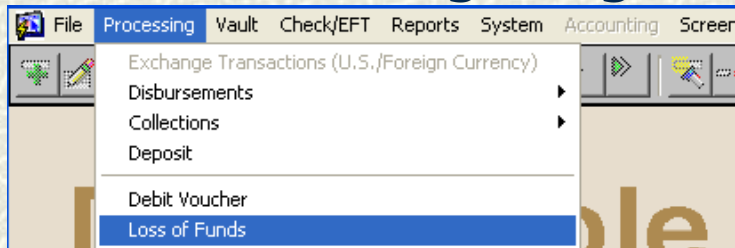
THE OVERAGE WAS IN THE AMOUNT OF \$10 US DOLLARS. 

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	F	3875	0000		10.00	OVERAGE	US	2			N 

# DISBURSING IRREGULARITIES (Cont.)

## Disbursing Irregularities (Loss of Funds 1 of 2)



- Process allows authorized users to input a loss of funds at the level in which the loss occurred.
- The system will allow only one currency per loss transaction.
- Ensure the correct "DO Code" is selected.
- Upon selecting "save," the system will generate a Journal Voucher (OF 1017-G).

A screenshot of the 'Loss of Funds' input screen. The screen is divided into several sections. At the top, there is a toolbar with icons. Below it, the 'Input' tab is selected. The 'Accountable DO Code' is set to 'RM'. The '\*Loss Type' section has 'Cash' selected. The 'Enter Currency Code' section shows 'US' for 'Currency Code' and '1' for 'Exchange Rate'. The 'Enter Amount of Cash' section has a text box for '\*Amount:'. The 'Negotiable Instruments' section contains a table with columns: NI Number, NI Type, NI Date, SSN, Name, Amount, and Ex. The 'Journal Voucher Information' section has a text box for '\*JV Number:' and a text box for 'Memo'. Yellow arrows with labels 'STEP 1' through 'STEP 7' point to various fields: STEP 1 points to the 'Cash' radio button, STEP 2 points to the 'Currency Code' dropdown, STEP 3 points to the '\*Amount:' text box, STEP 4 points to the '\*JV Number:' text box, STEP 5 points to the 'Memo' text box, STEP 6 points to the 'Accountable DO Code' dropdown, and STEP 7 points to the 'Save' icon in the toolbar.

NI Number	NI Type	NI Date	SSN	Name	Amount	Ex



# DISBURSING IRREGULARITIES (Cont.)

## Disbursing Irregularities (Loss of Funds 2 of 2)



Optional Form 1017-G (9-79)  
Title 7, GAO Manual  
501017-810

### JOURNAL VOUCHER

J.V. No. 1

Date 01/18/2012

REFERENCE	EXPLANATION	DEBIT	CREDIT
	ESTABLISH LOSS OF FUNDS FOR CAI Loss of Funds US Cash	10.00	10.00
	MEMO: CASHIER DISCOVERED A SHORTAGE.		

	Total	10.00	10.00
Prepared by	(Signature)	Approved by	(Signature)
	CASHIER		
(Title)		(Title)	

# NON-SUFFICIENT FUNDS (NSF) CHECK

## Clear NSF Check Advanced From The DDO To DA (1 Of 3)

Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account

Remote File Transfer

DD 2665 - Daily Agent Accountability Summary

Issuing User Id: DDO Receiving User Id/Site: DA220000  
 Issuing User Site: 00001 Name of Receiver: FOBFENTY DISBURSINGAGENT  
 Name of Issuer:

☐ Reason  
☐ Advance

Generate Vouchers

Confirm

STEP 3

STATEMENT OF AGENT OFFICER'S ACCOUNT  
 TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction b. Increase (Received by agent)

3	6	Deposits:					
4	7a	NI: Treasury Checks:	.00				
	7b	Military Payment Orders:	.00				
5	7c.1	NI: EFT For Cash:	.00				
	7c.2	Dishonored Checks:	150.00				
	7c.3	Other Negotiable Instruments:	.00				
6	8	Paid Vouchers:					

Forms



Information: Incoming DD1081 must be processed



STEP 1

Page: 1

SEQUENCE # 3 STATEMENT OF AGENT OFFICER'S

DISBURSING OFFICER'S NAME, ADDRESS,  
 DISBURSING STATION SYMBOL NUMBER  
 OMAR S TYSON  
 8899 EAST 56TH STREET  
 INDIANAPOLIS, IN 46249-3000  
 DSSN 8850

AGENT OFFICER  
 (Include ZIP Code)  
 FOBFENTY D  
 \*\*\*\*\*1212  
 FOB FENTY

Check or Tracer Number

Date Curr Code Amount Exch Rate US Equiv Type Payee

<input checked="" type="checkbox"/>	6370	01/23/2012	US	150.00	1	150.00	PC	DUNCAN, TIM
<input type="checkbox"/>								
<input type="checkbox"/>								

STEP 2a

# NON-SUFFICIENT FUNDS (NSF) CHECK (Cont.)

## Clear NSF Check Advanced From The DDO To DA (2 Of 3)

File Processing Vault Check/EFT Reports System Accounting

Exchange Transactions (U.S./Foreign Currency)  
Disbursements  
Collections  
Deposit  
Debit Voucher  
Loss of Funds  
Deferred Voucher  
Transfer In or Out  
Redeem Uncollectable Checks  
Appropriation Transfers

Dishonored Checks

Name	SSN	Curr Code	NI Number	NI Date	Original Amt
TIM DUNCAN	576289191	US	6370	01/23/2012	150.00

Selected Balance: [Details](#)

## Payment Received

Amount	NI Type	NI Number	NI Date	Vault ID

☒ Person ☐ Institution

Last Name	First Name	MI	SSN

[Available NIs](#)Payment Total: ☐ Receipt Requested



# NON-SUFFICIENT FUNDS (NSF) CHECK (Cont.)

## Clear NSF Check Advanced From The DDO To DA (3 Of 3)

Dishonored Checks				
Name	SSN	Curr Code	NI Number	
<input checked="" type="checkbox"/> TIM DUNCAN	576289191	US	6370	0

Payment Received				
Amount	NI Type	NI Number	NI Date	Vault ID
150.00				

☒ Person    ☐ Institution

Last Name: DUNCAN    First Name: TIM    MI:    SSN: 576289191

Available NIs

User Id: DA2	Currency Code: US	Exchange Rate: 1	*Vault Code: D2
Currency Amt Entered for Vault:	150.00	US Equiv Entered For Vault:	\$150.00
Currency Amt to Distribute:	150.00	Remaining Currency Amt to Distribute:	.00

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	500	500	0	.00
50 DOLLAR BILL			0	.00
20 DOLLAR BILL			7	140.00
10 DOLLAR BILL			1	10.00

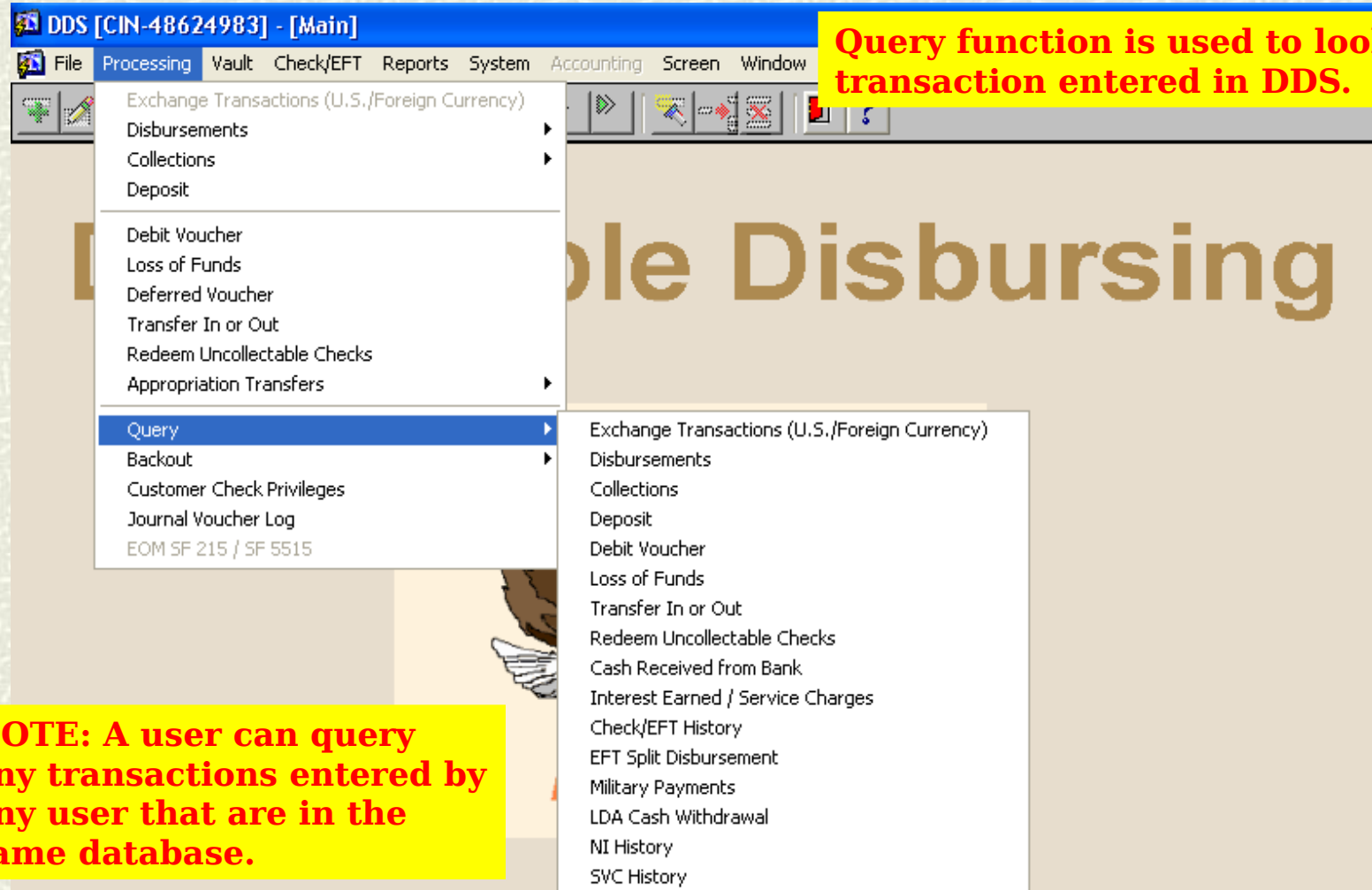
Forms
✕

Be sure to return check to customer, check has been fully redeemed.

OK

Dishonored Checks		
Name	SSN	Curr Code

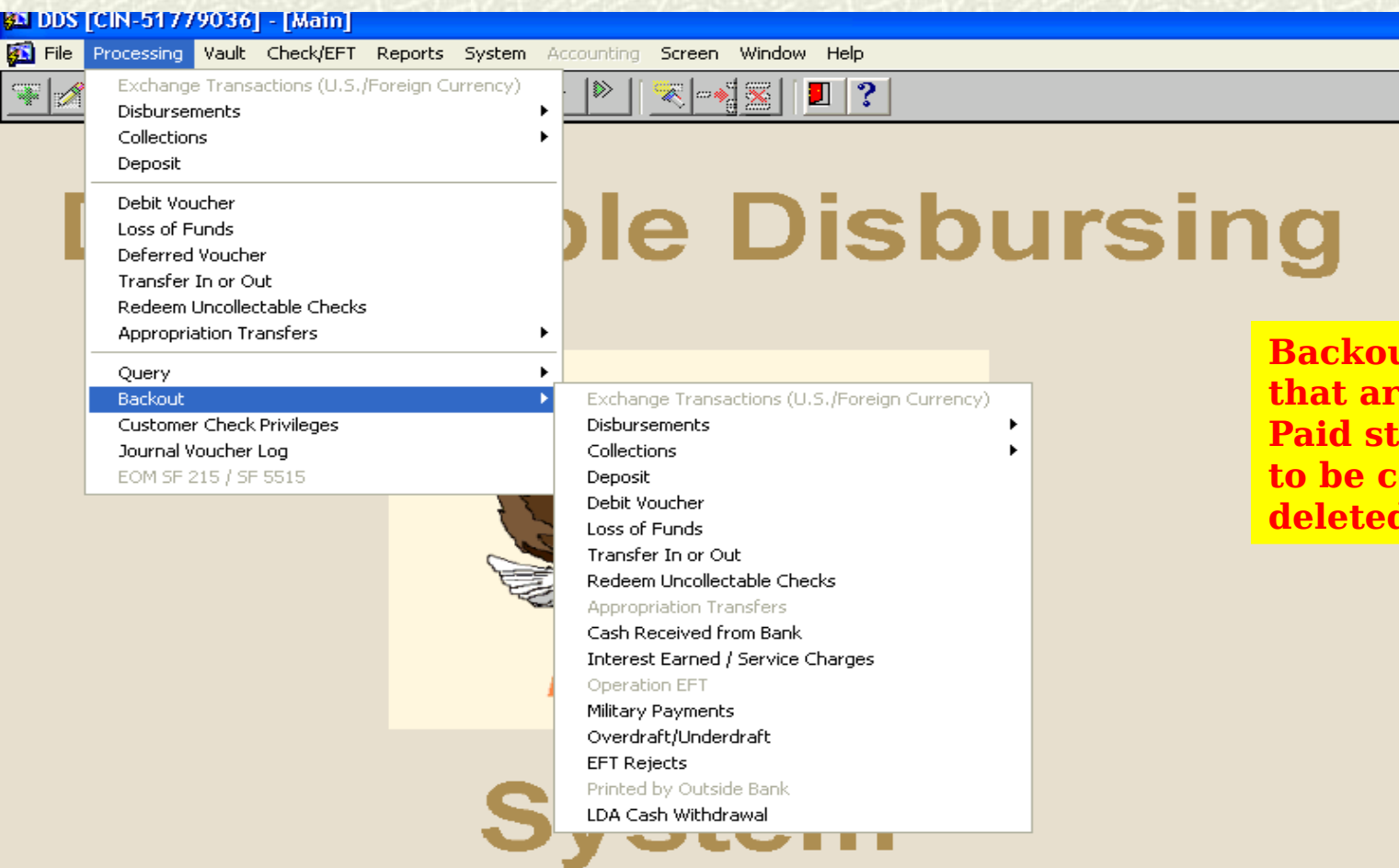
# QUERY PROCEDURES



**Query function is used to look up any transaction entered in DDS.**

**NOTE: A user can query any transactions entered by any user that are in the same database.**

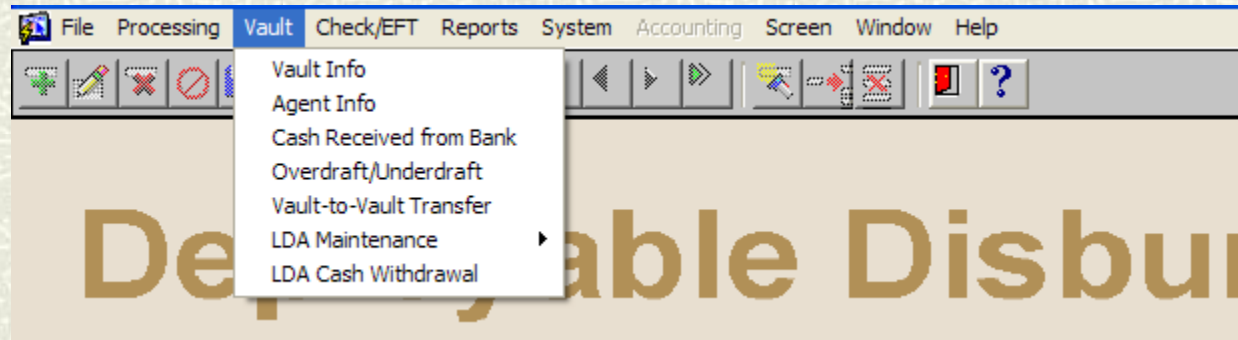
# BACKOUT PROCEDURES



**Backouts are records that are in Certified or Paid status that need to be corrected or deleted.**



# VAULT MENU



\*User Id: JCK \*Vault Code: JK \*Currency Code: US

Denomination	Quantity	Amount
100 DOLLAR BILL	8910	891,000.00
50 DOLLAR BILL	678	33,900.00
20 DOLLAR BILL	198	3,960.00
10 DOLLAR BILL	801	8,010.00
5 DOLLAR BILL	653	3,265.00
1 DOLLAR BILL	9865	9,865.00

Amount: 950,000.00 Amount U.S.Eq: 950,000.00  
Neg Inst Amount: 0.00 Neg Inst Amount U.S.Eq: 0.00

**Vault Info or Vault Ledger** -  
Allows users with "Maintains Vault"  
or "System Admin" privileges to  
view the denominational breakdown  
of U.S. and Foreign Currency (FC) in  
the vault.

# VAULT MENU (Cont.)

**Agent Info** - Lists all agents with funds outstanding and their balances as of the last DD Form 1081.

Agent Information  
07/28/2010 A

Parent Site	Site	User	Last DD1081	Curr Cd	Exch Rt	Cash Bal	Cash US Equiv	III Bal	III US Equiv	Other Bal
00001	10001	CA1	Cashier, One	FC	100	1,700,000.00	17,000.00000	.00	.00000	
				US	1	37,000.00	37,000.00000	.00	.00000	0.00000
<b>Total Funds</b>							54,000.00000			
10001	11111	FST	Cashier, Cashi	FC	100	300,000.00	3,000.00000	.00	.00000	
				US	1	47,000.00	47,000.00000	.00	.00000	0.00000
<b>Total Funds</b>							50,000.00000			

**k** - Allows

users to process cash received from bank into the accountability based on a previously prepared check, EFT or cash (exchange for a different currency) **(AAFES/Postal Change)**.

\*Type  
☐ Check   ☐ EFT   ☒ Cash

Check/Tracer Nbr	Bank Date	Amt

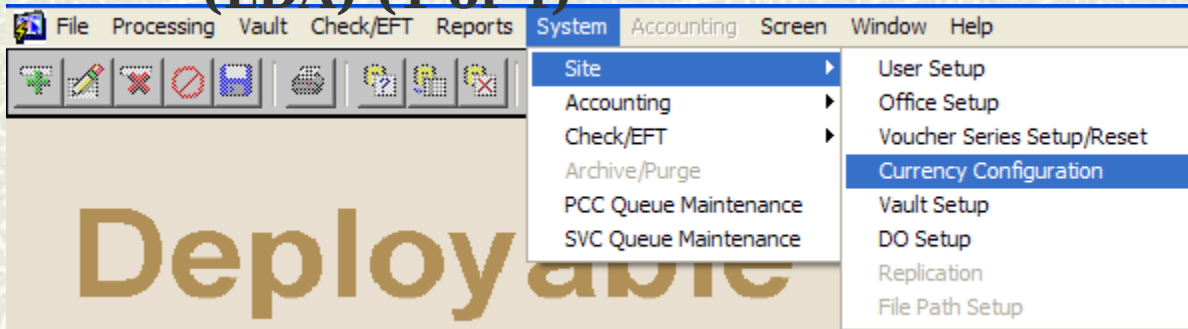
Cash Amount

*Curr Cd	*Amount	*Exch Rate	*US Equiv

\*Total US Equivalent:

# VAULT MENU (Cont.)

## Add A Limited Depository Checking Account (LDA) (1 of 4)



**System**  
**Site**  
**Currency Configuration**

A screenshot of the Currency Setup dialog box. The dialog has tabs for Currency Setup, Exchange Rates, Denomination Setup, and Increment Setup. The Currency Setup tab is active. It contains the following fields and options:

- \*Currency Code: AF (dropdown)
- IBOP: AF (dropdown)
- ODC: 2 (dropdown)
- \*ISO: AFA (dropdown)
- \*Digits Right of Decimal: 2 (dropdown)
- ☐ Inactive Currency Code
- Transaction Type:
  - ☐ Check
  - ☒ Cash
- Printed By:
  - ☒ DDS
  - ☐ Other



# VAULT MENU (Cont.)

## Add A Limited Depository Checking Account

(LDA) (2 of 4)

Currency Setup | Exchange Rates | Denomination Setup | Increment

\*Currency Code: **AF** IBOP: **AF**  
 ODC: **2** \*ISO: **AFA**  
 \*Digits Right of Decimal: **2** ☐ Inactive Currency

Transaction Type  
☐ Check  
☒ Cash  
☐ ATM  
☐ Navy Marine Cash

Printed By  
☐ DDS  
☒ Other

**Note\*\*** Since the LDA is set-up based on an existing currency, all entries should match except for the currency code, transaction type (check) and printed by (other).

Currency Setup | Exchange Rates | Denomination Setup | Increment Setup

\*Currency Code: **A1** IBOP: **AF**  
 ODC: **2** \*ISO: **AFA**  
 \*Digits Right of Decimal: **2** ☐ Inactive Currency Code

Transaction Type  
☒ Check  
☒ Cash  
☐ ATM  
☐ Navy Marine Cash  
☐ EFT

Printed By  
☐ DDS  
☒ Other

# VAULT MENU (Cont.)

## Add A Limited Depository Checking Account

(LDA) (3 of 4)

Currency Setup | **Exchange Rates** | Denomination Setup | Increment Set

Currency Code: A1

☒ Daily Exchange Rates?

\_\_\_\_\_ Daily Exchange Rates - or - Average Rate \_\_\_\_\_

Accommodation: 50  
Prevailing: 50  
Official: 50

Rate: \_\_\_\_\_

**Note\*\* The exchange rate should be the same as the currency the LDA was built on.**

**Note\*\* The denominations will be set-up the same as the currency the LDA was built on.**

Currency Setup | Exchange Rates | **Denomination Setup** | \_\_\_\_\_

Currency Code: A1

*Denomination	*Value
1000 AFGHANI	1000
500 AFGHANI	500
100 AFGHANI	100

# VAULT MENU (Cont.)

## Add A Limited Depository Checking Account

(LDA) (4 of 4)

Exchange Rates | Denomination Setup | Increment Setup | **Limited Depository** | Defi

Currency Code:

☐ Person ☐ Institution

AFGHANISTAN INTERNATIONAL BANK (AIB)

Address

☐ US ☐ Foreign

2ND HOUSE ON THE LEFT  
BEHIND THE ARMANI HIGH SCHOOL  
32112 KABUL, AFGHANISTAN

\*Account Number  
111111111111111111

POC  
POC SAMEER CENA

Phone Number  
222-222-2222

LD Balance

**Note\*\*** The banking information should be exactly the same as listed on the bank statement.

Denomination Setup | Increment Setup | Limited Depository | **Default Acctng Lines**

Currency Code:

Type	*FY	*APC	EOR	Document Reference
GAIN	9	U006	0000	
LOSS	9	U007	0000	

Accounting Lines

Type	DPI CD	FY	APC	EOR	Document Reference

Currency S | Exchange Rate

Currency Code:

The last action will be to save the LDA information.

Ensure the FC gains/losses are set according to the correct DSSN.



# VAULT MENU (Cont.)

## Add Funds To An LDA (1 of 2)

- DDO will contact local bank and have funds transferred from their LDA to the DA's LDA.
- The DDO will conduct an LDA Cash Withdrawal in DDS. The withdrawal will be from the LDA to the LDA currency.
- The DDO will then advance the DA the LDA withdrawal in the LDA currency on a DD 1081.
- The DA will accept the advance and then create a deposit ticket to the LD Account using the LDA currency.

SEQUENCE #	1	STATEMENT OF AGENT OFFICER'S ACCOUNT	02/17/2012 14:49:48
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number)	
RONALD JORMAN FOB WHISKEY		JAMES C KELLEY *****4554 FOB WHISKEY	
8550			

Input		Negotiable Instruments		Confirm																															
<b>Deposit To</b> <input type="radio"/> US Treasury <input checked="" type="radio"/> LD Account		<b>Currency Code</b> *To Account: F1		<b>*Date of Deposit</b> 12/02/2009																															
<b>Bank</b> Exchange Rate: 100 US Equivalent: 100.00		<b>System</b> Exchange Rate: 100 US Equivalent: 100.00		<b>Deposit Ticket</b> *Ticket Number: 000004 *Deposit Amount: 10000.00																															
<b>Deposited Items</b> *Currency Code: F1		<b>Type</b> <input checked="" type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> US TC		<b>*Cash Amount:</b> 10000.00																															
				<b>Calculated Differences</b> Exchange Gain or Loss: .00																															
<b>Negotiable Instruments</b> <table border="1"> <thead> <tr> <th>Vlt</th> <th>Site</th> <th>User</th> <th>NI</th> <th>NI</th> <th>NI</th> <th>Amount</th> <th>Name</th> <th>SSN</th> <th>US</th> </tr> <tr> <th>Cd</th> <th></th> <th>Cd</th> <th>Type</th> <th>Number</th> <th>Date</th> <th></th> <th></th> <th></th> <th>Equivalent</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Vlt	Site	User	NI	NI	NI	Amount	Name	SSN	US	Cd		Cd	Type	Number	Date				Equivalent										
Vlt	Site	User	NI	NI	NI	Amount	Name	SSN	US																										
Cd		Cd	Type	Number	Date				Equivalent																										

# VAULT MENU (Cont.)

## Add Funds To An LDA (2 of 2)

User Id: JCK Currency Code: F1 Exchange Rate: 100 \*Vault Code: JK

Currency Amt Entered for Vault: 10,000.00 US Equiv Entered For Vault: \$100.00

Currency Amt to Distribute: 10,000.00 Remaining Currency Amt to Distribute: .00

Denominations	Before Qty	After Qty	Count	Amount
25000 FC DINAR	0	0	0	.00
5000 FC DINAR	0	0	0	.00
1000 FC DINAR	0	0	0	.00
10000 FC DINAR	0	0	0	.00
500 FC DINAR	0	0	0	.00
250 FC DINAR	0	0	0	.00
100 FC DINAR	100	0		
50 FC DINAR	0	0		
20 FC DINAR	0	0		

Total Currency Amt Entered: 10,000.00 Total US Equiv Entered:

OK Cancel Clear

- The currency deposited will be pulled from the vault where the LDA currency was placed.

Input

Deposit To

☐ US Treasury

☒ LD Account

Bank

Confirm

Negotiable Instruments

Currency Code

\*To Account: F1

\*Date of Deposit

12/02/2009

Deposit Ticket

\*Ticket

\*Deposit Amount

System

Calculator

12/02/2009 1

Deposit Ticket Number: 4

Account Deposited To: AIB 11111111

Cash Deposit

Cash items deposited in Currency Code: F1

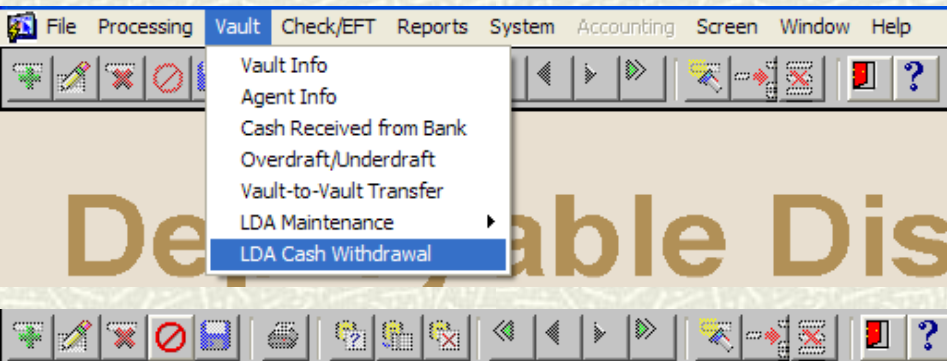
Denominations	Amount
100 FC DINAR	100.00
Total:	10000.00

# VAULT MENU (Cont.)

## Cash Withdrawal From An LDA

**\*\*Note - For local withdrawal's only. \*\***

- When needing local currency from the bank, the DA will select LDA Cash Withdrawal from the LDA.
- The DA will select the LDA account where the money is being pulled from.
- The currency will be placed in the vault as the actually on hand.



**LDA Cash Withdrawal**

\*Withdrawal Number: 000002

\*LDA  
Curr Cd Exchange Rate U.S. Equivalent  
F1 100 10.00

**Vault Cash Deposit**

\*Vault  
Curr Cd \*Amount Exchange Rate U.S. Equivalent  
FC 1,000.00 100 10.00  
F1  
FC

Calculated Exchange Gain or Loss: .00

User Id: JCK Currency Code: FC Exchange Rate: 100 \*Vault Code: JK

Currency Amt Entered for Vault: 1,000.00 US Equiv Entered For Vault: \$10.00

Currency Amt to Distribute: 1,000.00 Remaining Currency Amt to Distribute: .00

Denominations	Before Qty	After Qty	Count	Amount
50 FC DINAR	0	0	0	.00
20 FC DINAR	0	0	0	.00
10 FC DINAR	0	100	100	1,000.00
5 FC DINAR	0	0	0	.00
1 FC DINAR	90,000	90,000	0	.00
.50 FC DINAR	0	0	0	.00
.01 FC DINAR	0	0	0	.00
OTHER	0	0	0	.00
MUTILATED	0	0	0	.00

Total Currency Amt Entered: 1,000.00 Total US Equiv Entered: \$10.00

OK Clear

# VAULT MENU (Cont.)

## Cash Withdrawal From An LDA (2 of 2)

The screenshot shows a software interface with a menu bar at the top containing various icons. Below the menu bar is a form titled 'LDA Cash Withdrawal'. The form has a field for '\*Withdrawal Number:' with the value '000002'. Below this is a section for '\*LDA' with fields for 'Curr Cd' (F1), 'Exchange Rate' (100), and 'U.S. Equivalent' (10.00). A 'Forms' dialog box is open in the center, displaying the message 'Information: LDA withdrawal 000002 has been created.' and an 'OK' button. A yellow arrow points to the 'OK' button. Below the dialog box is a status bar with icons and a 'Page: 1' indicator. The main content area displays the 'LDA Cash Withdrawal Listin' for 12/02/2009 13:16:52, showing details for withdrawal number 000002, LDA account 111111111, currency F1, and exchange rate 100. It also shows the user ID JCK (JAMES KELLEY) and vault code JK. At the bottom, there is a table with columns 'Vault', 'Denominations', 'Quantity', and 'Value'.

LDA Cash Withdrawal

\*Withdrawal Number: 000002

\*LDA

Curr Cd Exchange Rate U.S. Equivalent

F1 100 10.00

Forms

Information: LDA withdrawal 000002 has been created.

OK

LDA Cash Withdrawal Listin 12/02/2009 13:16:52

10001 ALPHA DETACHMENT

12/02/2009 A

Withdrawal Number: 000002

LDA account withdrawn: AIB 111111111

LDA currency code: F1 Official/Average Exchange rate: 100

US Equivalent amount withdrawn: 10.00

Gain/Loss: .00

User Id: JCK JAMES KELLEY

Vault Code: JK

Vault Currency Code: FC Accommodation/Average Exchange rate: 100

US Equivalent amount deposited: 10.00

Vault	Denominations	Quantity	Value
JK	10 FC DINAR	100	1,000.00



# VAULT MENU (Cont.)

Post A Payment To An LDA (1 of 3)

The screenshot shows the VAULT MENU software interface with various fields and buttons. Yellow arrows with labels indicate the sequence of steps for posting a payment to an LDA.

**Steps and Fields:**

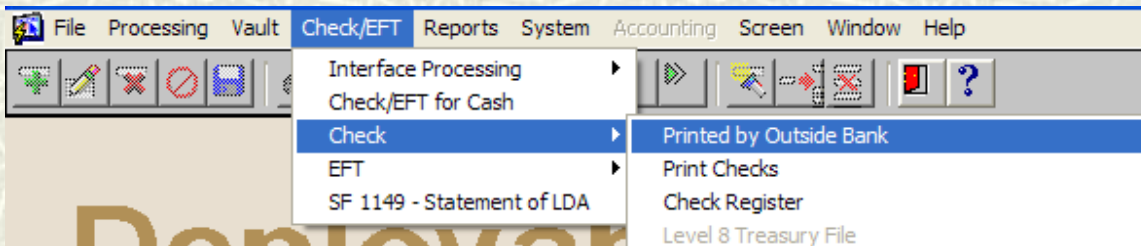
- STEP 1:** \*Curr Code: F1
- STEP 2:** \*Payment Time: CHECK
- STEP 3:** \*Voucher Serial: MSC
- STEP 4:** Payee Name: CAMEL DEPOT
- STEP 5:** Address: DESERTS, FC
- STEP 6:** \*Contract/Requisition Nbr: WBGTA01M1111
- STEP 6a:** \*Contract/Requisition Date: 02/22/2012
- STEP 7:** \*Invoice Number: 123456
- STEP 7a:** \*Invoice Date: 02/22/2012
- STEP 8:** \*Amount: 200,000.00
- STEP 9:** Accounting Lines
- STEP 10:** (Toolbar icon)
- STEP 11:** Forms dialog box: FRM-40404: Database apply complete: 1 records applied.
- STEP 12:** Pay button
- STEP 13:** Confirm dialog box: Make Payment?

**Additional Fields and Buttons:**

- Exchange Rate: 50
- Available Loads button
- Remove Load button
- Total US Equiv: 4,000.00
- Travel Stop Date: [Field]
- US Equivalent: 4,000.00

# VAULT MENU (Cont.)

## Post A Payment To An LDA (2 of 3)



Select | Reconcile | Reprint Listing

\*Curr Code: F1 \*Exchange Rate: 100 LDA Balance: 9909000.00

STEP 1 →

Process

Print Voucher

Ext Cert	Input Date	Source	Name	Curr Amount	Cert User ID
<input type="checkbox"/>	11/30/2009	MANDIS	CAMEL DEPOT	20000.00	JCK
<input type="checkbox"/>					
<input type="checkbox"/>					

STEP 2 →

Select | **Reconcile** | Reprint Listing

\*Curr Code: F1 \*Exchange Rate: 100 LDA Balance: 9889000.00

STEP 3 →

Process

Print Voucher

Ext Cert	Input Date	Source	Name	Curr Amount	Cert User ID
<input checked="" type="checkbox"/>	11/30/2009	MANDIS	CAMEL DEPOT	20000.00	JCK
<input type="checkbox"/>					
<input type="checkbox"/>					

# VAULT MENU (Cont.)

## Post A Payment To An LDA (3 of 3)

Listing: Checks for External Printin 11/30/2009 16:28:10

AIB

Currency Code F1

Date: 12/02/2009 A

DOV: 701001 Amount: 20000.00

Name: CAMEL DEPOT

Address: DESERTS, FC

Select: **STEP 5** Reconcile **STEP 7** Reprint Listing

\*Curr Code: F1

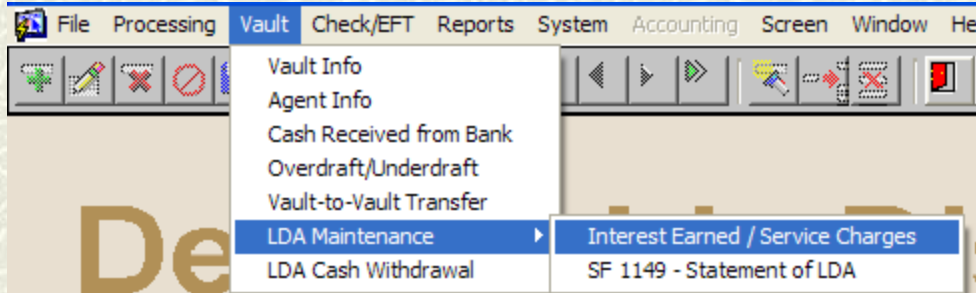
Check Number	Paid Date	Name	Curr Amount	DOV/Purpose	Exchange Rate
<b>NOT ENTERED</b>	02-DEC-2009	CAMEL DEPOT	20000.00	701001	100

**STEP 6**

Check Number	Paid Date	Name	Curr Amount	DOV/Purpose	Exchange Rate

# VAULT MENU (Cont.)

## Post Interest/ Service Charges To An LDA (1 of 3)



**LDA Maintenance - The LDA sub-menus are listed below:**

- Interest Earned/ Service charges
- SF 1149 - Statement of LDA

*Currency Code:	<input type="text" value="F1"/>	
Account Number:	<input type="text"/>	Institution Name: <input type="text"/>
Outstanding Account Balance:	<input type="text"/>	US Equiv: <input type="text"/>

<input checked="" type="radio"/> *Interest Earned	<input type="radio"/> *Service Charge
---	---------------------------------------

*Applied Date:	<input type="text"/>	*Amount:	<input type="text"/>
*Exch Rate:	<input type="text"/>	US Equiv:	<input type="text"/>


  

Accounting Lines
------------------



# VAULT MENU (Cont.)

## Post Interest/ Service Charges To An LDA (2 of 3)



\*Currency Code:  **STEP 1**

Account Number:  Institution Name:

Outstanding Account Balance:  US Equiv:

☐ \*Interest Earned ☒ \*Service Charge

Applied Date:  \*Amount:  **STEP 4**

\*Exch Rate:  US Equiv:

**STEP 2** **STEP 2a**

**STEP 3**

Accounting Lines

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	9	0232	0000		30.00		AF	2			N

21 9 2020 0000 22 0204 13519800000 0000 AF 0232 000000 099999

Total US Equivalent:

## Forms



Information: Voucher Number 701002 assigned


**STEP 7**

## Forms



FRM-40404: Database apply complete: 3 records applied.


**STEP 8**

# VAULT MENU (Cont.)

## Post Interest/ Service Charges To An LDA (3 of 3)

- Service Charges will be processed on an SF 1034.
- Interest will be processed on a DD Form 1131.

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		VOUCHER NO. 701002
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION ARMY ALPHA DETACHMENT CAMP ALPHA		DATE VOUCHER PREPARED 11/30/2009		SCHEDULE NO.
PAYEE'S NAME AND ADDRESS  AIB AFGHANISTAN		CONTRACT NUMBER AND DATE		PAID BY ALPHA DETACHMENT CAMP ALPHA 8550 12/02/2009
		REQUISITION NUMBER AND DATE		
		DATE INVOICE RECEIVED 12/02/2009		
SHIPPED FROM		TO		
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)		
12/02/2009	12/02/2009	Service Charge AIB Account Number 111111111 12/02/2009 F1 3,000.00		

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER 000004		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
Receiving Office	ACTIVITY (Name and location)			
	RECEIVED AND FORWARDED BY (Printed name, title and signature)		DATE	
Disbursing Office	ACTIVITY (Name and location) USAFINCOM DFAS INDIANAPOLIS			
	DISBURSING OFFICER (Printed name, title and signature) ANTHONY COLE DISBURSING OFFICER		DISBURSING STATION SYMBOL NUMBER 8550	
			DATE 07/19/2010 A	
PERIOD: From To				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
20100719A	AIB	INTEREST EARNED F1 @100 100.00 07/19/2010 123456789	1.00	97 0 0130 1881 00 0000 01800100000 0000 FO INTEREST 0203 018001

# VAULT MENU (Cont.)

## Reconcile An LDA (1 of 3)

Toolbar:

\*Curr:  Finalize

Name of Disbursing Officer or Cashier:  Name (funds advanced by):

Station or Office:

Name of Depository:  Location of Depository:

Account Number:

\*Accounting Period From:  STEP 2 \*To:  STEP 3 \*Business Date From:  STEP 4 \*To:  STEP 5

Monetary Unit of this Account:

1	Check-book balance at close of previous period:	<input type="text" value="9,909,000.00"/>
2		
2.a	Transfers:	<input type="text"/>
2.b	Others:	<input type="text" value="0.00"/>
3	Checks canceled this period:	<input type="text"/>
4	Undeliverable checks credited this period:	<input type="text"/>
5	Adjustments:	<input type="text"/>
6		

CHECKS USED THIS PERIOD Beginning Serial Number:  Ending Serial Number:

Date:

# VAULT MENU (Cont.)

## Reconcile An LDA (2 of 3)

1	Check-book balance at close of previous period:	<input type="text" value="9,909,000.00"/>	STEP 6
2			
2.a	Transfers:	<input type="text" value=".00"/>	
2.b	Others:	<input type="text" value=".00"/>	
3	Checks canceled this period:	<input type="text" value=".00"/>	
4	Undeliverable checks credited this period:	<input type="text"/>	
5	Adjustments:	<input type="text"/>	
6	Uncurrent checks:	<input type="text" value=".00"/>	
7	TOTAL TO BE ACCOUNTED FOR:	<input type="text" value="9,909,000.00"/>	
8	Total checks drawn this period:	<input type="text" value=".00"/>	
9	Uncollectible checks returned by depositary:	<input type="text"/>	
10	Adjustments:	<input type="text"/>	
11	TOTAL:	<input type="text" value=".00"/>	
12	Check-book balance at close of period:	<input type="text" value="9,909,000.00"/>	STEP 7
13	Balance per bank statement:	RECONCILIATION	STEP 8
14	Add: Deposits in transit:	<input type="text" value=".00"/>	
15	TOTAL:	<input type="text" value=".00"/>	
16	Deduct: Outstanding checks:	<input type="text" value=".00"/>	
17	Deduct: Deposits not credited by:	<input type="text"/>	
18	Balance per check book:	<input type="text" value=".00"/>	STEP 9
19	U.S. dollar equivalent:	<input type="text" value=".00"/>	
20	Rate of Exchange:	<input type="text" value="100"/> per: <input type="text" value="1"/>	



# VAULT MENU (Cont.)

## Reconcile An LDA (3 of 3)

*Currency Code <input type="text" value="FI"/>		<b>STEP 10</b> <b>Finalize</b>
Name of Disbursing Officer or Cashier SANCHEZ, PABLO	Name (funds advanced by) COLE, ANTHONY	

11/30/2009 17:09:25	
STANDARD FORM 1149 Revised March 1982 Dept. of the Treasury 1 TFRM 4-8000	
STATEMENT OF DESIGNATED DEPOSITARY ACCOUNT	
NAME OF DISBURSING OFFICER OR CASHIER SANCHEZ, PABLO	NAME (Funds advanced by)
STATION OR OFFICE ALPHA DETACHMENT	
NAME OF DEPOSITARY AIB	LOCATION OF DEPOSITARY AFGHANISTAN
111111111	
ACCOUNTING PERIOD From 12/02/2009	To 12/02/2009
MONETARY UNIT OF THIS ACCOUNT Finland Markka	
(SEE REVERSE SIDE FOR LINE INSTRUCTIONS)	
1. Check-book balance at close of previous period 9,909,000.00	
2. Deposits to official credit:	
Transfers	.00

# SYSTEM MENU

## Office Setup

- The DA must change the office name once their unit has taken over, or the location of the Finance Office changes.

Deploy

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge PCC Queue Maintenance SVC Queue Maintenance

User Setup Office Setup Voucher Series Setup/Reset Currency Configuration Vault Setup DO Setup

\*Parent Site Id: \*Site Id: 00001 Main \*DSSN: 8550

\*Department of: ARMY

☐ Person ☒ Institution

USAFMCOM

Address

☐ US ☒ Foreign

DFAS INDIANAPOLIS

☒ EDA/MyPay

☒ Advice of Payment

☐ SSN on AOP

☒ PCC

☒ SVC

☐ IPAC

\*Actg Svc: STANFINS \*Actg Type: Non-Integrated GLAC: 63 ☐ ODS WCD:

\*DDS Login: CAC PWD with Override CAC ONLY CAC PWD with Override CAC PWD without Override

\*Parent FSN/\*AAA: S09076 UIC:

Phone: 317-510

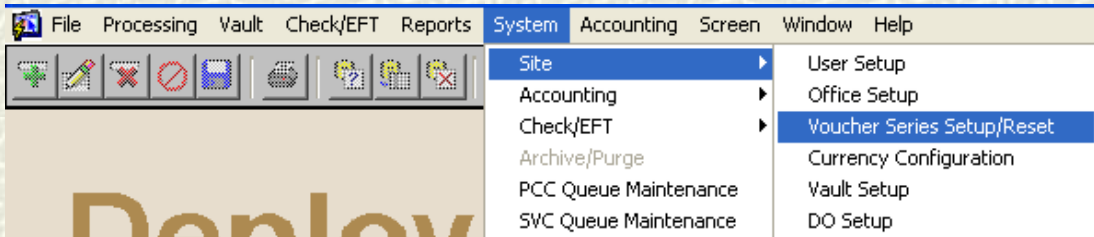
MILPAY Interface Type

☐ DTMS ☐ DTNRS

Active	Parent Site Id	Site Id	Site Type	Office Name
YES		00001	MAIN	USAFMCOM
YES	00001	10001	REMOTE	CAMP ALPHA
YES	00001	20001	REMOTE	FOB BRAVO
YES	00001	30001	REMOTE	CHARLIE DETACHMENT

# SYSTEM MENU (Cont.)

## Voucher Series Setup/Reset



- The DA will reset their voucher numbers at the beginning of each FY once confirmation has been received from the DDO.
- The “Reset Series” button will clear out the vouchers for a specific set.
- The “Reset All” button will clear all the vouchers in the system.

Reset Series      Reset All

Voucher Series	Description	Range	Range Available	Last Used Number
CV	COLLECTION VOUCHERS	000001 - 099999	10000 - 19999	010001
MP1	RESERVE COMPONENT PAYROLLS LESS THAN	100001 - 149999	101000 - 101999	000000
MP2	RESERVE COMPONENT PAYROLLS MORE THAN	150001 - 199999	151000 - 151999	000000
CA1	VENDOR PAY	200001 - 299999	201000 - 201999	201000
ST1	CIVILIAN PAY	300001 - 399999	301000 - 301999	000000

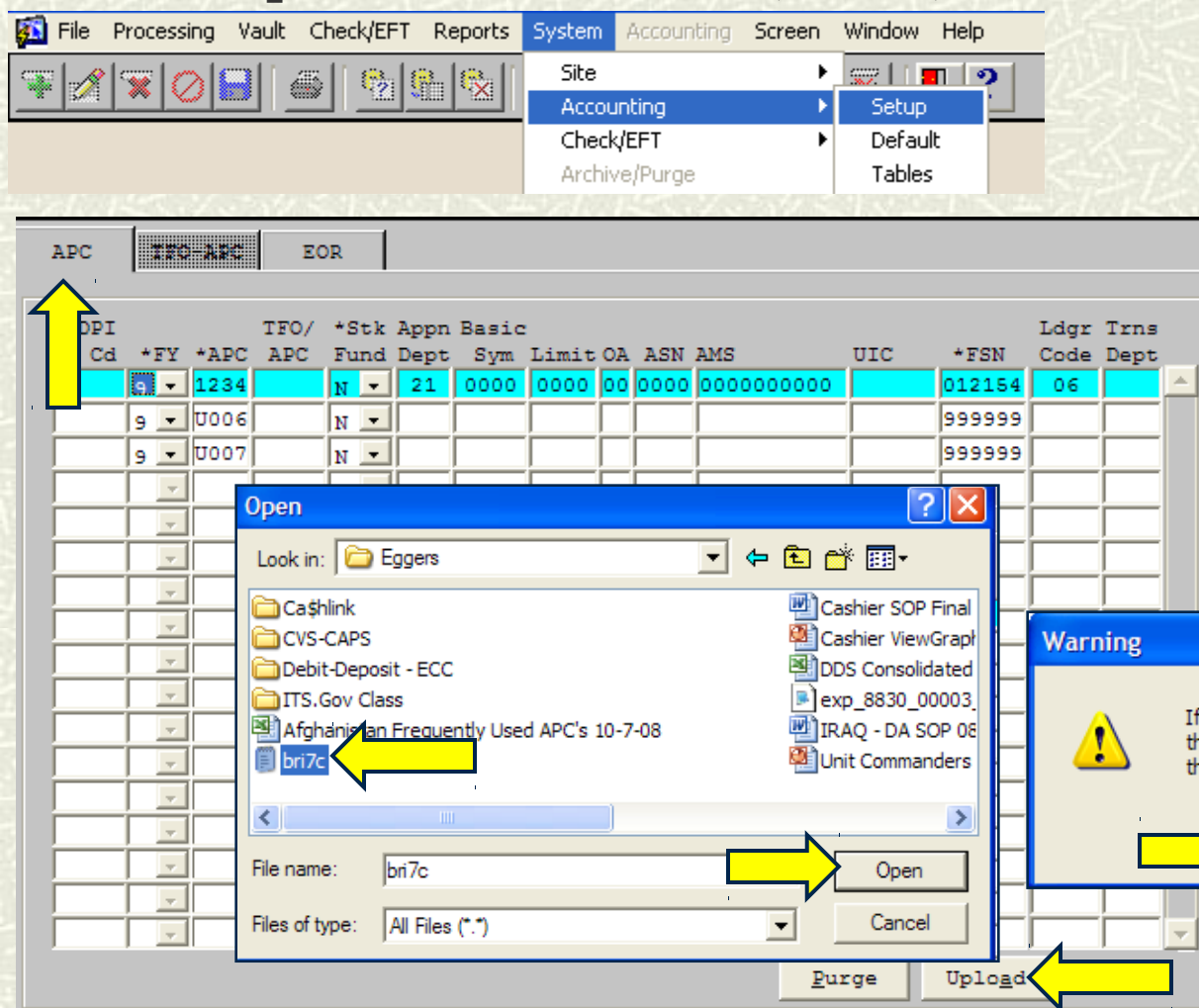
  

*Site ID	*Range Start	*Range End	*Date Assigned	
10001	010000	019999	07/02/2009	A
11111	010900	010999	07/09/2009	A

# SYSTEM MENU (Cont.)

## Upload An APC File (1 of 2)

- Once the APC file has been received from DFAS-Rome, the new APCs will have to be uploaded into DDS.
- The new APCs should be
- Once the APC window appears, select the folder where the file is stored.
- Select the file, and open.
- Select "yes" to overwrite the old records.





# SYSTEM MENU (Cont.)

## Upload An APC File (2 of 2).

A window will open for the upload to begin, and select "begin upload."

- Once "begin upload" is selected, a window will appear stating to update the Stock Fund assignments, select "ok."
- The process will begin, and when complete, the "done" key will become enabled.
- Select "done" and the APC window will be refreshed with the new list of APCs.

APC File Upload

Total Records: 0  
Loaded: 0  
New: 0  
Duplicate(s): 0  
Error(s): 0  
Percent Complete

Begin Upload Done

Forms

Information: Stock Fund assignments must be updated.

OK

APC File Upload

Total Records: 7075  
Loaded: 7075  
New: 6983  
Duplicate(s): 0  
Error(s): 92  
Percent Complete

Begin Upload Done

APC														
TFC-APC														
EOR														
PI	CD	*FY	*APC	TFO/ APC	*Stk Fund	Appn Dept	Basic Sym	Limit	OA	ASN	AMS	UIC	*FSN	Ldgr Trns Code Dept
8	▼	9999		N	▼	21	2020	0000	2A	B3AW	996600000000	WOUCAA	012161	01
8	▼	0232		N	▼	21	2020	0000	22	0204	135198000000	000000	099999	12
8	▼	0P26		N	▼	21	2020	0000	22	8412	4347164000		099999	12
8	▼	1643		N	▼	21	2010	0000	90	0000	5D2A1P000000	000000	012120	06
8	▼	1644		N	▼	21	2010	0000	90	0000	5D1A1P000000	000000	012120	06
8	▼	1812		N	▼	21	2020	0000	90	0000	000000000000		018128	06
8	▼	2032		N	▼	21	2020	0000	90	0000	000000000000		092032	06
8	▼	2125		N	▼	21	2020	0000	90	0000			041133	06
8	▼	2141		N	▼	21	2020	0000	90	0000			009057	06
8	▼	2174		N	▼	21	2020	0000	90	0000	000000000000	000000	009076	06
8	▼	217D		N	▼	21	2020	0000	90	0000	000000000000	000000	009076	06
8	▼	217M		N	▼	21	2020	0000	90	0000	000000000000	000000	009076	06
8	▼	217P		N	▼	21	2020	0000	90	0000	000000000000	000000	009076	06
8	▼	217S		N	▼	21	2020	0000	90	0000	000000000000	000000	009076	06
8	▼	217T		N	▼	21	2020	0000	90	0000	000000000000	000000	009076	06
8	▼	2231		N	▼	21	2020	0000	90	0000	000000000000		009076	06
8	▼	2238		N	▼	21	2020	0000	90	0000	000000000000		009076	06

Purge Upload

# SYSTEM MENU (Cont.)

## Add A Line of Accounting

**\*\*If the Finance Office receives an LOA that is not in DDS, the DA must add it.**

- Select the "add" record button.
- Once selected, a blank line will appear. The DA will need to complete the LOA with a min. of "FY", "APC", and "FSN."
- If the DA has more information, then it should be added at that time.
- Once all of the information has been entered, the DA will select the "save" key.

The screenshot shows the 'System Accounting' screen with the 'Accounting' menu open. The 'add' button in the toolbar is highlighted with a yellow arrow. Below the toolbar, a table of accounting lines is displayed. A new blank line has been added to the table, highlighted with a yellow arrow.

*DPI	Cd	*FY	*APC	APC	TFO/	*Stk	Appn	Basic	Fund	Dept	Sym	Limit	OA	ASN	AMS	UIC	*FSN	Ldgr	Trns
			9999		N		21	2020	0000	2A	B3AW	996600000000	WOUCAA	012161		01			
	8		0232		N		21	2020	0000	22	0204	135198000000	000000	099999		12			
	8		0P26		N		21	2020	0000	22	8412	4347164000		099999		12			
	8		1643		N		21	2010	0000	90	0000	5D2A1P000000	000000	012120		06			
	8		1644		N		21	2010	0000	90	0000	5D1A1P000000	000000	012120		06			
	8		1812		N		21	2020	0000	90	0000	000000000000		018128		06			
	8		2032		N		21	2020	0000	90	0000	000000000000		092032		06			
	8		2125		N		21	2020	0000	90	0000			041133		06			
	8		2141		N		21												
	8		2174		N		21												
	8		217D		N		21												
	8		217M		N		21												
	8		217P		N		21												
	8		217S		N		21												
	8		217T		N		21												
	8		2231		N		21	2020	0000	90	0000	000000000000		009076		06			
	8		2238		N		21	2020	0000	90	0000	000000000000		009076		06			

Buttons: Purge, Upload

# SYSTEM MENU (Cont.)

## Add A Default Line Of Accounting

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge

Setup Default Tables

Military Payments Suspense Special 1100

\*Branch of Service  
☒ Army  
☐ Air Force  
☐ Marine Corps  
☐ Navy

\*Duty Status  
☐ Active  
☒ Reserve

\*Enlistment Status  
☐ Enlisted  
☒ Officer

\*Payme  
☐ Ad  
☒ Ca  
☐ Ot

Sub-Component: ARMY RESERVE

Pay Group:

Accounting Lines

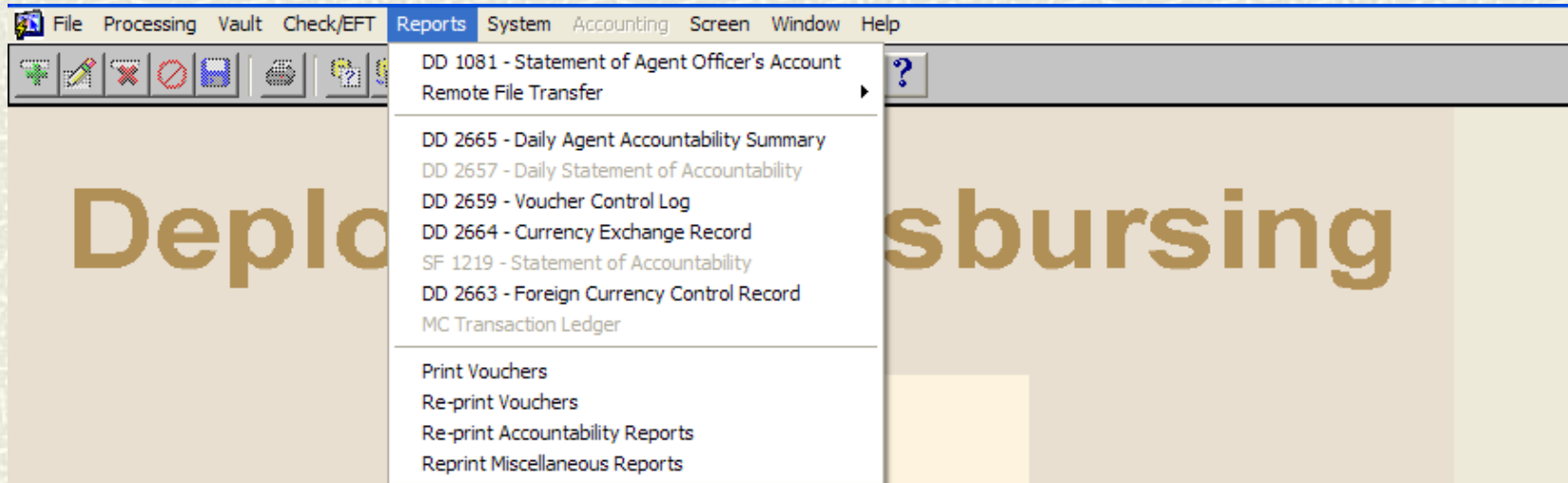
DPI  
 CD FY APC EOR  
 0 P217 4140

21 0 2010 0000 01 1100 ZB14M400000 4140 P217 0

*FY	*APC	EOR	Document Reference	IBOP	*ODC	Mat Qty	Mat Cd	Disc

- Each Component of each Service, enlisted and officer has their own LOA for military payments
- The first entry is ready to be completed. Each subsequent entry, the DA will have to select the "add" key
- Once the line has been added, ensure the "save" key is selected

# REPORTS MENU



System



# REPORTS MENU (Cont.)

## Advance A Cashier (1 of 4)

The screenshot shows the 'Reports' menu with the following options:

- DD 1081 - Statement of Agent Officer's Account
- Remote File Transfer
- DD 2665 - Daily Agent Accountability Summary

**\*\*Ensure agent has been created in DDS.**

- Reports
- DD 1081

**• Select the cashier to be advanced.**

Issuing User Id: JCK Receiving User Id/Site:   
 Issuing User Site: 10001 Name of Receiver:   
 Name of Issuer: JAMES C KELLEY

☐ Return ☐ Partial ☐ Advance ☐ Full

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:	.00	.00	.00	.00
1 2 U.S. Dollars:	.00	.00	.00	.00
3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
4 Military Payment Certificates:	.00	.00	.00	.00
2 5 Collections:	.00	.00	.00	.00
3 6 Deposits:	.00	.00	.00	.00
4 7a NI: Treasury Checks:	.00	.00	.00	.00
7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 12/02/2009 A Sequence Number:

# REPORTS MENU (Cont.)

## Advance A Cashier (2 of 4)

- Once the user ID has been selected, their name and advance will automatically populate.

Issuing User Id: JCK Receiving User Id/Site: CA110001  
Issuing User Site: 10001 Name of Receiver: CASHIERONE CASHIERONE  
Name of Issuer: JAMES C KELLEY

☐ Return ☐ Partial ☒ Advance ☐ Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:	.00			
2 U.S. Dollars:	.00			
3 Foreign Curr(U.S. Equivalent):	.00			

Curr Code On Hand Amount Exch Rate US Equiv

US	1,000,000.00	.00		.00

U.S. Dollar: .00  
Foreign Currency (U.S. Equivalent):  
Military Payment Certificates:

Clear OK Cancel

- Select the currency to advance. (block 2 - US/ block 3 - FC)
- Once selected, another window will appear.
- Click the small vault to denominate from the DA's vault.

# REPORTS MENU (Cont.)

## Advance A Cashier (3 of 4)

- The DA will denominate the currency advanced.
- Once denomination is complete, select "ok."

User Id:  Currency Code:  Exchange Rate:  \*Vault Code:

Currency Amt Entered for Vault:  US Equiv Entered For Vault:

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	0	0	0	.00
50 DOLLAR BILL	0	0	0	.00
20 DOLLAR BILL	0	0	0	.00
10 DOLLAR BILL	0	0	0	.00
5 DOLLAR BILL	0	0	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR BILL	1,000,000	750,000	250000	250,000.00
1 DOLLAR COIN	0	0	0	.00
50 CENTS	0	0	0	.00

Total Currency Amt Entered:  Total US Equiv Entered:

Hand	Amount	Exch Rate	US Equiv
00.00	250,000.00	1	250,000.00

- Once selected, a window will appear stating the amount pulled from the DAs vault.
- Select "ok."

U.S. Dollar:

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:

# REPORTS MENU (Cont.)

## Advance A Cashier (4 of 4)

- Amount advance will now populate the DD Form 1081.
- Click block 12 to recalculate the columns.
- Block 12 will now update with the total amount advanced to the cashier.

Issuing User Id: JCK Receiving User Id/Site: CA110001  
Issuing User Site: 10001 Name of Receiver: CASHIERONE CASHIERONE  
Name of Issuer: JAMES C KELLEY

☐ Return ☐ Partial ☒ Advance  
☐ Full

Generate Vouchers Confirm

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	1,750.00	.00	1,750.00
1	2 U.S. Dollars:	250,000.00	.00	.00	.00
	3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:	.00	.00	.00	.00
3	6 Deposits:	.00	.00	.00	.00
4	7a NI: Treasury Checks:	.00	.00	.00	.00
	7b Military Payment Orders:	.00	.00	.00	.00
5	7c.1 NI: EFT For Cash:	.00	.00	.00	.00
	7c.2 NI: Dishonored Checks:	.00	.00	.00	.00
	7c.3 Other Negotiable Instruments:	.00	.00	.00	.00
6	8 Paid Vouchers:	.00	.00	.00	.00
	9 Incorrect Vouchers Ret:	.00	.00	.00	.00
	10.1 Overdrafts:	.00	.00	.00	.00
7	10.2 Loss of Funds:	.00	.00	.00	.00
	10.3 Transfers In and Out:	.00	.00	.00	.00
	10.4 Stored Value Card Load:	.00	.00	.00	.00
	11 Stored Value Card Sales:	.00	.00	.00	.00
	12 Total Funds:	.00	1,750.00	.00	1,750.00

SEQUENCE # 1 STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS,  
DISBURSING STATION SYMBOL NUMBER  
RONALD JORMAN  
DFAS INDIANAPOLIS  
DSSN 8550

AGE  
(In  
CASH  
\*\*\*\*  
FOB

TRANSACTIONS AFFECTING AGENT

12 Total Funds: .00 251,750.00 .00 251,750.00



# REPORTS MENU (Cont.)

## Clear A Cashier (1 of 5)

Issuing User Id:  Receiving User Id/Site:

Issuing User Site:  Name of Receiver:

Name of Issuer:

☒ Return
 ☐ Partial
 ☐ Advance
 ☒ Full

Generate Voucher **STEP 2** Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:		1,500.00		1,510.00
1	2 U.S. Dollars:			1,500.00	
	3 Foreign Curr(U.S. Equivalent):			10.00	
	4 Military Payment Certificates:				
2	5 Collections:				
3	6 Deposits:				
4	7a NI: Treasury Checks:				
	7b Military Payment Orders:				

Business Day:  Sequence Number:

**Forms**

Information: Incoming DD1081 must be processed

**STEP 1** OK

# REPORTS MENU (Cont.)

## Clear A Cashier (2 of 5)

Curr Code	On Hand	Amount	Exch Rate	US Equiv
STEP 3a	9,925.00		STEP 3b	1

U.S. Dollar:
Foreign Currency (U.S. Equivalent):
Military Payment Certificates:

Clear
OK

User Id: MTK
Currency Code: US
Exchange Rate: 1

Denominations	Denom Value	Count	Amount
100 DOLLAR BILL	100	50	5,000.00
50 DOLLAR BILL	50	80	4,000.00
20 DOLLAR BILL	20	45	900.00
10 DOLLAR BILL	10	2	20.00
5 DOLLAR BILL	5	1	5.00
2 DOLLAR BILL	2		
1 DOLLAR BILL	1		
1 DOLLAR COIN	1		
50 CENTS	.5		
25 CENTS	.25		
10 CENTS	.1		
5 CENTS	.05		

Total Currency Amt: 9,925.00
Total US Equiv: 9,925.00

Cancel
Clear

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	9,925.00	9,925.00	STEP 3d	1

U.S. Dollar: 9,925.00
Foreign Currency (U.S. Equivalent):
Military Payment Certificates:

Clear
OK
STEP 3e
Cancel

- **\*\*\*Verify that all negotiable instruments for the day are showing against the batch list.**
- **Click on “OK.”**

86

# REPORTS MENU (Cont.)

## Clear A Cashier (4 of 5)

STEP 5

STEP 5a

SEQUENCE # 2 STATEMENT OF AGENT OFFICER'S ACCOUNT 02/17/2012 14:14:11

SCORING OFFICER'S NAME, ADDRESS, SCORING STATION SYMBOL NUMBER RONALD JOSHMAN DFAS INDIANAPOLIS DSSN 8550	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number) CASHIER CASHIER *****9988 POB WHISKEY
---	---

TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		.00		400.00
2. U.S. DOLLARS			90.00	
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATE				

**\*\*\*The cashier should NEVER finalize. The DA should always finalize for the cashier (should finalize just before the DA finalizes their DD 2665).**

User Code: CAL Date of Last DD2665: 01/17/2012 A Generate System Voucher  
Name: CASHIER CASHIER Business Date: 01/18/2012 A Finalize Report  
Refresh

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO.		TODAY	CUMULATIVE
1.	Accountability -- Beginning	.00	.00
2.	Advances	.00	.00
	a. Cash		
	b. Prepositioned Checks		
	c. Other		
3.	Voucher Collections	100.00	100.00
4.	Treasury Check Issues	.00	.00



# REPORTS MENU (Cont.)

## Clear A Cashier (5 of 5)

- The DA will always choose "Ignore."

Cash Item

	Curr Code	Amount
Vault	F1	
	FC	
	US	

Prepositioned Treasury Checks

Negotiable Instruments -- US

Negotiable Instruments

	Curr Code	Amount
	F1	
	FC	

OK Cancel Ignore

Page: 1 ?

- The DA will print and replace the cashier's trial DD Form 2665.

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 01/18/2012 A	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE NO.	b. DESCRIPTION			c. TODAY	d. CUMULATIVE	
(1)	ACCOUNTABILITY - BEGINNING					
(2)	I	ADVANCES	a.CASH b.PREPOSITIONED CHECKS c.OTHER			
(3)	N	VOUCHERED COLLECTIONS		100.00	100.00	

# MODULE 3 - CLOSE BUSINESS DAY





# MODULE 3 - CLOSE BUSINESS DAY

## Void a Scanned Check (1 of 3)

OTCnet<sup>SM</sup>  
Deposits Made Simple

April 30, 2012

Home | My Profile | Training | Print | Help | Log Out

Online Application

Check Processing Administration

Batch Management

### Search Batch

Search Batch

Batch Search Conditions

<<< 1 - 1 >>> of 1 Records

Select	OTC Endpoint	ALC + 2	Description
<a href="#">Check All / Clear All</a>			
<input type="checkbox"/>	1111874801	1111874801	Arifjan Zone 1

Created On Date

From Date: 04/02/2012

To Date: 05/01/2012

Batch ID:

Cashier ID:

Batch Status:

Select	Status	Description
<a href="#">Check All / Clear All</a>		
<input checked="" type="checkbox"/>	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

Cancel Search

Checks can be voided in batches with an "open" or "closed" batch status .

# MODULE 3 - CLOSE BUSINESS DAY

## Void a Scanned Check (2 of

### Summary of Batches

#### View Batches

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 1

Select	Batch ID	Creator	AL
<input type="checkbox"/>	CF373B71-6207-4364-ABB6		
Previous			

### Batch and Check Details

#### View Checks

#### Batch Summary

OTC Endpoint	1111874801
Description	Arifjan Zone 1
ALC + 2	1111874801
Batch ID	CF373B71-6207-4364-ABB6
Creator	sopsup02
Created On	5/1/2012 4:15:03 AM
Total Item Count	3
Total Amount	68.00
Approved Item Count	3
Approved Amount	68.00
Voided Item Count	0
Voided Amount	0.00
Status	OPEN
Active	✓

#### Batch Navigation



#### Batch Control

Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-3
Amount Variance	-68.00
Balance	

#### Batch Commands

Void All

Print Batch List

Item ID	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No	Check No.	Amount	Status
2869		Customer Present	Personal	181007770203	sopsup02	4/1/2012 3:19:11 AM	12128827	0631021	0610	33.00	Approved
2868	1111874801	Customer Present	Non-Personal	181007770203	sopsup02	4/1/2012 3:17:47 AM	99985841	1011083	0164	10.00	Approved
2867	1111874801	Customer Present	Personal	181007770203	sopsup02	4/1/2012 3:16:20 AM	12126609	0430002	0622	25.00	Approved



# MODULE 3 - CLOSE BUSINESS DAY

## Void a Scanned Check (3)

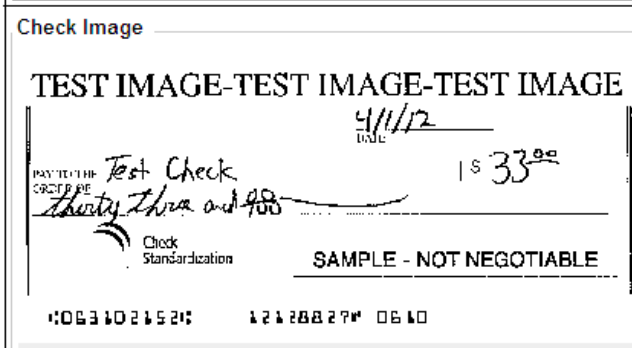
Item ID	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No	Check
2869	1111874801	Customer Present		181007770203	sopsup02	4/1/2012 3:19:11 AM	12128827	0631021	0610
2868	1111874801	Customer Present	Non-Personal	181007770203	sopsup02	4/1/2012 3:17:47 AM	99985841	1011083	0164
2867	1111874801	Customer Present	Personal	181007770203	sopsup02	4/1/2012 3:16:20 AM	12126609	0430002	0622

Do you want to void check  
181007770203200000455 with amount \$33.00?

Cancel

Confirm

Check Image



### Check Information

Name	
Amount	
IRN	
SSN	

Show Item

Void

Print Item

You must enter comments concerning the void request:

Accidental scan

OK

Check is voided successfully.

OK

# MODULE 3 - CLOSE BUSINESS DAY

## Edit a Batch (1

of 4)

OTCnet<sup>SM</sup>  
Deposits Made Simple

April 30, 2012

Online Application

Check Processing

Batch Management

Batch Search Conditions

<< < 1 - 1 > >> of 1 Records

Select	OTC Endpoint	ALC + 2	Description
<input type="checkbox"/> Check All / Clear All	1111874801	1111874801	Arifjan Zone 1

Created On Date

From Date: 04/02/2012

To Date: 05/01/2012

Batch ID:

Cashier ID:

Batch Status:

Select	Status	Description
<input checked="" type="checkbox"/> Check All / Clear All	OPEN	Open - accepting new checks
<input type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

Cancel Search

A CCS can edit a check if inaccurate data was entered for the SSN and/or check amount value.

# MODULE 3 - CLOSE BUSINESS DAY

## Edit a Batch

(2 of 4)

### Summary of Batches

#### View Batches

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 1 out of 1

Select	Batch ID	Creator	ALC+2
<input type="checkbox"/>	CF373B71-6207-4364-ABB6	sopsup02	111874801

Previous

### Batch and Check Detail

#### View Checks

#### Batch Summary

OTC Endpoint	1111874801
Description	Arifjan Zone 1
ALC + 2	1111874801
Batch ID	CF373B71-6207-4364-ABB6
Creator	sopsup02
Created On	5/1/2012 4:15:03 AM
Total Item Count	3
Total Amount	68.00
Approved Item Count	3
Approved Amount	68.00
Voided Item Count	0
Voided Amount	0.00
Status	OPEN
Active	✓

#### Batch Navigation



#### Batch Control

Batch Control Count	0
Batch Control Amount	0.00
Count Variance	-3
Amount Variance	-68.00
Balance	

#### Batch Commands

Void All

Print Batch List

Item ID	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status
2869	1111874801	Customer Present	Personal	18100777	sopsup02	4/1/2012 3:19:11 AM	12128827	06310215	0610	33.00	Void
2868	1111874801	Customer Present	Non-Personal	18100777	sopsup02	4/1/2012 3:17:47 AM	99985841	10110831	0164	10.00	Approved
2867	1111874801	Customer Present	Personal	18100777	sopsup02	4/1/2012 3:16:20 AM	12126609	04300026	0622	25.00	Approved

# MODULE 3 - CLOSE BUSINESS DAY

## Edit a Batch

(3 of 4)

Item ID	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account No.	Bank No.	Check No.	Amount	Status
2869	1111874801	Customer Present	Personal	1810077702	sopsup02	4/1/2012 3:19:11 AM	2127827	06310215	0610	33.00	Void
2868	1111874801	Customer Present	Non-Personal	1810077702	sopsup02	4/1/2012 3:17:47 AM	99985841	10110831	0164	10.00	Approved
2867	1111874801	Customer Present	Personal	1810077702	sopsup02	4/1/2012 3:16:20 AM	12126609	04300026	0622	25.00	Approved

**Check Image**

**Check Information**

Name	Value
Amount	10.00
IRN	181007770203200000454
SSN	123456789

Show Item
Receipt
Print Item



# MODULE 3 - CLOSE BUSINESS DAY

## Edit a Batch (4 of 4)

**Show Item**

**Agency Form Data**

User: sopsup02

Processing Method: Customer Present

Item Type: Non Personal

Amount: 100.00

\* Social Security Number: 123456789

IRN: 181007770203200000454

Bank Number: 101108319

Date & Time: 04 - 01 - 2012 03:17:47

**Scanned Check Image**

TEST IMAGE-TEST IMAGE-TEST IMAGE

PAY TO THE ORDER OF Test Check \$ 100.00

one hundred and 00/100 DOLLARS

SAMPLE - NOT NEGOTIABLE

101108319 9998581.1

Item ID  
2868

OTC Endpoint  
1111874801

ALC + 2  
1111874801

Status  
Approved

Capture Date  
04/01/2012 03:17:

Account Num  
99985841

Bank Rountir  
101108319

Check Numl  
0164

Server Controls

Update

Receipt

Do you want to update check 181007770203200000454?

Confirm

Cancel

You must enter comments concerning the update request:

Entered incorrect \$ value

OK

Cancel

Check 181007770203200000454  
has been updated successfully.

OK

# MODULE 3 - CLOSE BUSINESS DAY

## Activate/ Deactivate a Batch

**Summary of Batches**

View Batches

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 1 out of 1 records | 15 ▾

Select <small>Check All</small>	Batch ID	Creator	ALC+2	Created On	Total Item	Total Amount	Status	Active Flag
<input checked="" type="checkbox"/>	CF373B71-6207-4364-ABB6	so	874801	5/1/2012 4:15:03 AM	1	25.00	OPEN	✓

Previous Cancel **Activate/Deactivate** batch Approve

**Activate/Deactivate Batch**

Activate/Deactivate Batch

Batches to be Deactivated

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount	Active Status
A4547FA6-FB67-4CE7-970F-E4B729A74963	0000883001	0000883001	1	25.00	Active

<< Previous **Confirm**

If a batch is active a check appears under the Active Flag column. If a batch is deactivated, the Active Flag column is blank. A CCS can activate / deactivate more than one batch at a time if necessary.

- Deactivating a batch prevents it from being closed or approved for settlement. A deactivated batch must be activated before it can be closed or approved for settlement

# CLOSE

# BUSINESS DAY - OTCnet

Batch Approver - CCS (Disbursing Agent or Certifier Use Only) (1 of 4)

**OTCnet<sup>SM</sup>**  
Deposits Made Simple

Online Application

Check Processing

Batch Management

Batch History

Location: Home » Check Processing » Batch Management

## Search Batch

### Search Batch

#### Batch Search Conditions

<< < 1 - 10 > >> of 56 Records

Select	OTC Endpoint	ALC + 2	Description
<a href="#">Check All</a> / <a href="#">Clear All</a>			
<input checked="" type="checkbox"/>	9999101001	9999101001	13 FMC TX

Batch ID:

Cashier ID:

aa ate o01

Batch Status:

Select	Status	Description
<a href="#">Check All</a> / <a href="#">Clear All</a>		
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input checked="" type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

Cancel

Search

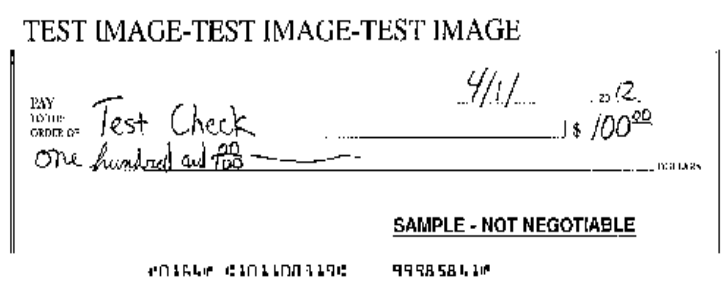
# CLOSE

## BUSINESS DAY - OTCnet

**Batch Approver - CCS (Disbursing Agent or Certifier Use Only) (1 of 4)**

Item ID	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account I	Bank No	Check	Amount	Status
2869	1111874801	Customer Present	Personal	1810077702	sopsup02	4/1/2012 3:19:11 AM	12128827	0631021	0610	33.00	Void
2868	1111874801	Customer Present	Non-Personal	1810077702	sopsup02	4/1/2012 3:17:47 AM	99985841	1011083	0164	100.00	Approved
2867	1111874801	Customer Present	Personal	1810077702	sopsup02	4/1/2012 3:16:20 AM	12126609	0430002	0622	25.00	Approved

**Check Image**  


**Check Information**

Name	Value
Amount	100.00
IRN	181007770203200000454
SSN	123456789

[Show Item](#) [Void](#) [Receipt](#) [Print Item](#)

From the View Checks page, click the Item ID of each scanned check to verify details



# **CLOSE BUSINESS DAY - OTCnet (Cont.)**

**BUSINESS DAY**

**Batch Approver - CCS (Disbursing Agent or Certifier Use  
Only) (2 of 4)**

Location: [Home](#) » [Check Processing](#) » [Batch Management](#)

## Summary of Batches

### View Batches

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 1 out of 1 records |

Select <a href="#">Check All</a> / <a href="#">Clear All</a>	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C	Total Amount	Status	Active Flag
<input type="checkbox"/>	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	aaateo01	9999101001	9999101001	2/13/2012 12:55:33 PM	3	600.00	CLOSED	✓

☐

Select

[Check All](#) / [Clear](#)



Previous

Cancel

Activate/Deactivate

Close Batch

Approve

## Approve Batch

### Approve Batch

#### Batches to be Approved

Number of Batches to be Approved: 1

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	9999101001	9999101001	3	600.00

<< Previous

Confirm

100

# CLOSE BUSINESS DAY - OTCnet (Cont.)

BUSINESS DAY

Batch Approver - CCS (Disbursing Agent or Certifier Use Only) (3 of 4)

Confirm that the batchlist has been printed.

- The batch list will serve as negotiable instruments until cleared with a **Deposit Ticket from FRB.**

## Approve Batch

### Approve Batch

#### Batch Report

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Void Item Count
9999101001	13 FMC TX	9999101001	10F3F7CE-EF88-48E5-B9D9-A348B56936F1	aaateo01	02/13/2012 12:55:33 PM ET	4	1000.00	3	600.00	1

Cancel

Confirm Report Print To Approve

Batch List

Batch : 10F3F7CE-EF88-48E5-B9D9-A348B56936F1

Date: 2/24/12 4:19PM

Printed By: Agency Aalesa

OTC Endpoint: 9999101001 - 13 FMC TX

ALC + 2: 9999101001

Processing Method: Customer Present

KEY: [S]tatus: [A]pproved, [V]oid, [T]ype: [P]ersonal, [N]onPersonal

S	T	IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields
V	P	150917770221100000723	2/13/12 2:27PM	256074974	88888921	0728	\$400.00	SSN : 212112211
A	P	150917770221100000722	2/13/12 2:26PM	256074974	88888921	0728	\$300.00	SSN : 545445544
A	P	150917770221100000721	2/13/12 1:12PM	256074974	88888921	0728	\$200.00	SSN : 878778787
A	P	150917770221100000720	2/13/12 12:58PM	256074974	88888921	0728	\$100.00	SSN : 123456798

Sub Total: Count: 3 Amount: \$600.00

OTC Endpoint Total: Count: 3 Amount: \$600.00

Grand Total: Count: 3 Amount: \$600.00

# **CLOSE** **BUSINESS DAY - OTCnet** **(Cont.)**

**BUSINESS DAY**

**Batch Approver - CCS (Disbursing Agent or Certifier Use Only) (4 of 4)**

DDS Transmission in progress...

DDS Transmission completed!

## **Approve Batch**

### **Approve Batch**

**Batches has been Approved**


Number of Batches Approved: 1

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	9999101001	9999101001	3	600.00

[Return to Batch Summary](#)

[Return Home](#)

# CLOSE BUSINESS DAY -Upload a Batch (Offline Application)



**OTCnet<sup>SM</sup>**  
Deposits Made Simple

Check Processing Administration

Manage Verification Batch Management Upload Batch Acknowledge Batch

Select Batch(es) to Upload

<<First<Prev 1 Next>Last>>| 1 out of 1 pages | 1 to 1 out of 1 records | 15 ▾

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag
<input checked="" type="checkbox"/>	A4547FA6-F	abagra01	0000883001	0000883001	2/21/2012 8:49:15 PM	2	45.00	APPROVED	✓

Cancel Upload Batch

Review the Batch(es) to be Uploaded

Batches to be Uploaded

Number of Batches to be Uploaded: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	APPROVED	✓

Previous Cancel Submit

- Uploading a batch can only occur when a batch is in "Approved" status.

- A CCS is the only authorized role who can upload a batch(s) in the Offline application

- As this process communicates with the OTCnet server, the Offline application will prompt the CCS to enter his/her Online password

This action requires you to provide your

Online User ID

Online Password

.....

Login



# CLOSE

## BUSINESS DAY -Upload a Batch

(Offline Application)

### Batch Upload

Synchronize with Secondary Storage was successful.(batch A4547FA6-FB67-4CE7-970F-E4B729A74963)  
batch upload for A4547FA6-FB67-4CE7-970F-E4B729A74963 started  
Batch A4547FA6-FB67-4CE7-970F-E4B729A74963 is sent successfully  
Task completed successfully  
Please Close to continue.

100% Complete

Close

### Upload Batch Confirmation

#### Batches that have been Uploaded

Number of Batches that have been successfully Uploaded: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	SENT	✓

#### Batches that failed to Upload

Number of Batches that failed to Upload: 0

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
----------	---------	--------------	---------	------------	------------------	--------------	--------	-------------

Return Home

# CLOSE BUSINESS DAY - Acknowledge a Batch (Offline Application)

- A CCS is the only authorized user who has access to the Acknowledge Batch task in the Offline application



**OTCnet<sup>SM</sup>**  
Deposits Made Simple

Check Processing Administration

Manage Verification Batch Management Upload Batch Acknowledge Batch

Select Batch(es) to Acknowledge

<<First<Prev 1 Next>Last>>| 1 out of 1 pages | 1 to 1 out of 1 records | 15 ▾

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag	U
<input checked="" type="checkbox"/>	47FA6-FB67	abagra01	0000883001	0000883001	2/21/2012 8:49:15 PM	2	45.00	SENT	✓	1

Cancel Acknowledge Batch

Review the Batch(es) to be Acknowledged

Batches to be Acknowledged

Number of Batches to be Acknowledged: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	SENT	✓

Previous Cancel Submit

This action requires o  
provide your o

Online User ID:

Online Password:

.....

Login Cancel

- This process communicates with the OTCnet server, the Offline application will prompt the CCS to enter his/her Online password

# CLOSE BUSINESS DAY - Acknowledge a Batch (Offline Application)

## Batch Acknowledgement

Task started  
Complete: A4547FA6-FB67-4CE7-970F-E4B729A74963  
Task completed successfully  
Please Close to continue.

Close

The Acknowledge Batch Confirmation page appears with the batch details of which batches successfully / failed to upload. Click "Return Home"

## Acknowledge Batch Confirmation

### Batches that have been Acknowledged

Number of Batches that have been successfully Acknowledged: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	ACKNOWLEDGED	✓

### Batches that failed to Acknowledge

Number of Batches that failed to Acknowledge: 0

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
----------	---------	--------------	---------	------------	------------------	--------------	--------	-------------

Return Home

- Processing
- Deposit

File Processing Vault Check/EFT Reports System Account

Exchange Transactions (U.S./Foreign Currency)

Disbursements ▶

Collections ▶

Deposit

[illegible]

**Select "attach checks" and select the appropriate checks for that deposit ticket**

<b>215 Deposit Ticket Report</b> From Date: 12/01/2009    To Date: 12/31/2009			
<b>215 - Deposit Ticket</b> ALC 0000855001 <b>Deposit Ticket No:</b> 000517 <b>Fiscal Agent:</b> FRB Cleveland <b>Settlement Date:</b> 12/03/2009			
<b>215 - Detail</b> ALC 0000855001 <b>Location Name:</b> Anaconda Central Funding			
<b>Cashier ID</b>	<b>Transaction Date</b>	<b>Summary Count</b>	<b>Summary Amount</b>
Sylvia Murphy	12/02/2009	1	\$7,300.00
<b>Total ALC:</b> 0000855001		1	\$7,300.00

<b>215 - Deposit Ticket</b> ALC 0000855001 <b>Deposit Ticket No:</b> 000518 <b>Fiscal Agent:</b> FRB Cleveland <b>Settlement Date:</b> 12/09/2009			
<b>215 - Detail</b> ALC 0000855001 <b>Location Name:</b> Anaconda Central Funding			
<b>Cashier ID</b>	<b>Transaction Date</b>	<b>Summary Count</b>	<b>Summary Amount</b>
Sylvia Murphy	12/08/2009	1	\$12,178,000.00
<b>Total ALC:</b> 0000855001		1	\$12,178,000.00



# CLOSE BUSINESS *BUSINESS DAY*


**Deposits will be processed once all cashiers have closed for the day. The same deposit ticket information from the manually created (Excel - 215) will be used when creating a deposit ticket in DDS.**

108

# CLOSE BUSINESS DAY - DDS (Cont.)(EC - SF 215)

## FRB Excel Spreadsheet For Deposit Ticket - SF 215 (Sales)

	A	B	C	D	E
1	<b>FOB SALERNO 110000 - 110999</b>				
2	<u>Voucher Number</u>	<u>Date of Voucher</u>	<u>Voucher Amount</u>	<u>Date Processed By FRB</u>	
3	110000	01/02/12	\$ 300.00	01/03/12	
4	110001				
5	110002				
6	110003				
7	110004				
8	110005				
9	110006				
10	110007				
11	110008				
12	110009				
13	110010				
14	110011				
15	110012				
16	110013				
17	110014				

	A	B	C	D	E	F	G	H
1	SVC-FORM 001			SVC-SALES TRACK SHEET				
2	SETTLEMENT	FINANCE					FUNDS DISBURSED	
3	DATE	OFFICE-DA					(incident Reports)	DAILY TOTALS
4	01/02/12	\$ 200.00	Cashier 1					\$ 200.00
5	01/02/12	\$ 100.00	Cashier 2					\$ 100.00
6								\$ -
7								\$ -
8								\$ -
9								\$ -
10							Grand Total	\$300.00
11								
12	REMARKS:							
13								
14								
15								
16								
17								
18								
19								

215 VOUCHER LOG

Deposit 215 Template

215 Sale Tracker

215 VOUCHER LOG Deposit 215 Template 215 Sale Tracker

215 VOUCHER LOG Deposit 215 Template 215 Sale Tracker

STANDARD FORM 215 (REV. 5-99)		DEPARTMENT OF THE TREASURY	
PRESORIBED BY DEPT OF TREASURY		FINANCIAL MANAGEMENT SERVICE	
1TFH5-3000	215-102	NSN 7540-01-019-9452	
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALO)	AMOUNT
(1) <input type="text"/>	MMDDYY <input type="text"/>	(3) 00008850-4	(4) <input type="text"/>
SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL FUNCTIONS - OMIT \$ SIGN			
(6) AGENCY <input type="text"/>			
(7) NAME AND ADDRESS OF DEPOSITORY		FEDERAL RESERVE BANK OF BOSTON BOSTON, MA 02210	
(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE US TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THEREIN.		MMDDYY <input type="text"/>	
AUTHORIZED SIGNATURE <input type="text"/>		CONFIRMED DATE <input type="text"/>	
(9) DEPOSITORS TITLE, DEPARTMENT, OR AGENCY, AND ADDRESS		ORIGINAL	
DEPOSITORY DATE, SIGN, AND RETURN		215	
THIS COPY TO DEPOSITOR.			

# CLOSE BUSINESS DAY - DDS (Cont.) (EC - SF 5515)

Standard Form 5515 (Rev. 9-78) DEBIT VOUCHER

DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE

VOUCHER NUMBER: 7653  
DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT: 11/17/09  
9-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC): 00008830-7  
AMOUNT: 1,000.00

AMOUNT

USE NORMAL PUNCTUATION-OMIT \$ SIGN

Selected Checks

NI Number	NI Date	Amount	Curr Code	Exchange Rate
545454	11/17/2009	1000.00	US	1

The information input into DDS must match the information listed on the excel spreadsheet (Excel - 5515).

STANDARD FORM 5515 (Rev. 9-78)

DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE

DEBIT VOUCHER



VOUCHER NUMBER: 7653  
DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT: 11/17/09  
9-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC): 00008830-7  
AMOUNT: 1,000.00

AMOUNT

USE NORMAL PUNCTUATION-OMIT \$ SIGN



## FRB Excel Spreadsheet For Debit Voucher - SF 5515 (Loads)

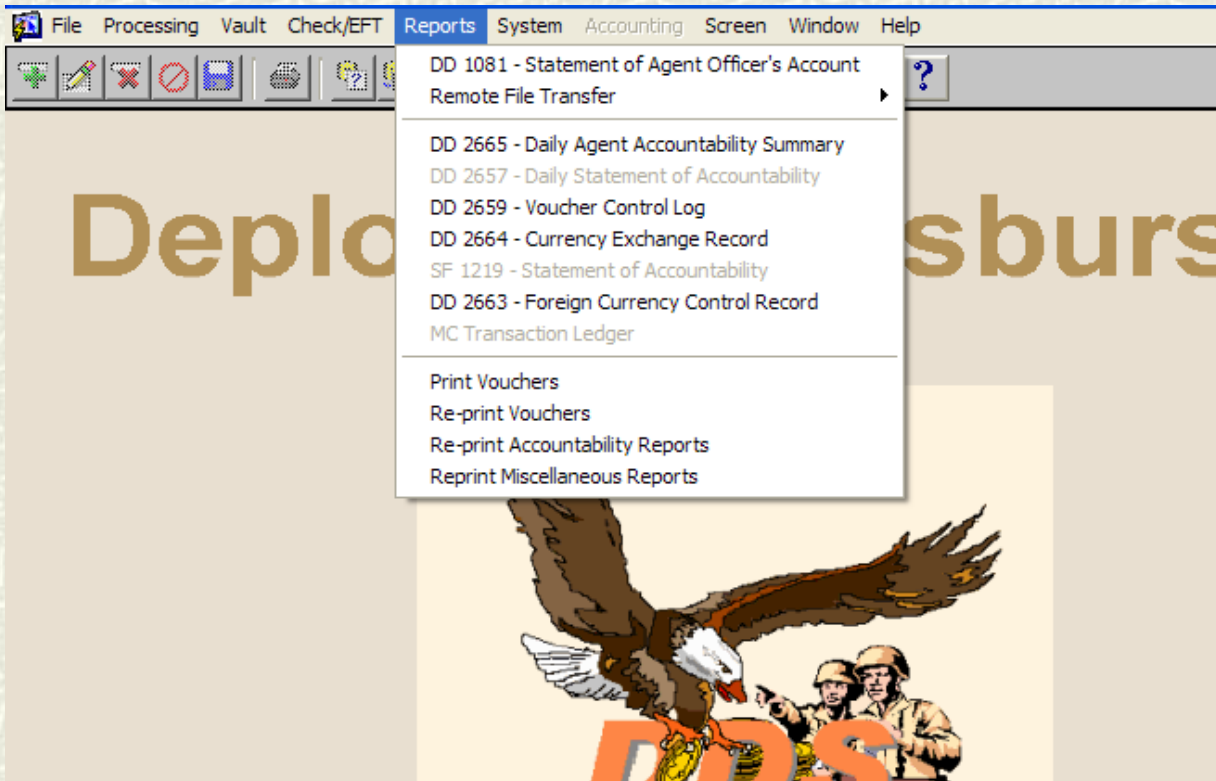
	A	B	C	D	E	F
1	<b>SVC-FORM 001 SVC-LOAD TRACK SHEET</b>					
2	SETTLEMENT	FINANCE				
3	DATE	OFFICE-DA				DAILY TOTALS
4	01/02/12	\$ 25.00	Cashier 1		\$	25.00
5	01/02/12	\$ 100.00	Cashier 2		\$	100.00
6					\$	-
7					\$	-
8					\$	-
9					\$	-
10					\$	-
11					<b>Grand Total</b>	<b>\$125.00</b>
12						
13	<b>REMARKS:</b>					
14						
15						
16						
17						
18						
19						
20						

STANDARD FORM 511 (Rev. 5-79)		DEPARTMENT OF THE TREASURY	
PRESCRIBED BY DEPT. OF TREASURY		FINANCIAL MANAGEMENT SERVICE	
<b>DEBIT VOUCHER</b>			
1 FROM S-8888			
VOUCHER NUMBER		DATE OF DEBIT TO U.S. TREASURY ACCOUNT	3-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)
(1) <input type="text"/>	(2) <input type="text"/>	(3) <input type="text"/>	(4) <input type="text"/>
		AMOUNT	
(5) <input type="text"/>	(6) <input type="text"/>	(7) <input type="text"/>	(8) <input type="text"/>
(9) <input type="text"/>		(10) <input type="text"/>	
(11) <input type="text"/>		(12) <input type="text"/>	
(13) <input type="text"/>		(14) <input type="text"/>	
(15) <input type="text"/>		(16) <input type="text"/>	
(17) <input type="text"/>		(18) <input type="text"/>	
(19) <input type="text"/>		(20) <input type="text"/>	
(21) <input type="text"/>		(22) <input type="text"/>	
(23) <input type="text"/>		(24) <input type="text"/>	
(25) <input type="text"/>		(26) <input type="text"/>	
(27) <input type="text"/>		(28) <input type="text"/>	
(29) <input type="text"/>		(30) <input type="text"/>	
(31) <input type="text"/>		(32) <input type="text"/>	
(33) <input type="text"/>		(34) <input type="text"/>	
(35) <input type="text"/>		(36) <input type="text"/>	
(37) <input type="text"/>		(38) <input type="text"/>	
(39) <input type="text"/>		(40) <input type="text"/>	
(41) <input type="text"/>		(42) <input type="text"/>	
(43) <input type="text"/>		(44) <input type="text"/>	
(45) <input type="text"/>		(46) <input type="text"/>	
(47) <input type="text"/>		(48) <input type="text"/>	
(49) <input type="text"/>		(50) <input type="text"/>	
(51) <input type="text"/>		(52) <input type="text"/>	
(53) <input type="text"/>		(54) <input type="text"/>	
(55) <input type="text"/>		(56) <input type="text"/>	
(57) <input type="text"/>		(58) <input type="text"/>	
(59) <input type="text"/>		(60) <input type="text"/>	
(61) <input type="text"/>		(62) <input type="text"/>	
(63) <input type="text"/>		(64) <input type="text"/>	
(65) <input type="text"/>		(66) <input type="text"/>	
(67) <input type="text"/>		(68) <input type="text"/>	
(69) <input type="text"/>		(70) <input type="text"/>	
(71) <input type="text"/>		(72) <input type="text"/>	
(73) <input type="text"/>		(74) <input type="text"/>	
(75) <input type="text"/>		(76) <input type="text"/>	
(77) <input type="text"/>		(78) <input type="text"/>	
(79) <input type="text"/>		(80) <input type="text"/>	
(81) <input type="text"/>		(82) <input type="text"/>	
(83) <input type="text"/>		(84) <input type="text"/>	
(85) <input type="text"/>		(86) <input type="text"/>	
(87) <input type="text"/>		(88) <input type="text"/>	
(89) <input type="text"/>		(90) <input type="text"/>	
(91) <input type="text"/>		(92) <input type="text"/>	
(93) <input type="text"/>		(94) <input type="text"/>	
(95) <input type="text"/>		(96) <input type="text"/>	
(97) <input type="text"/>		(98) <input type="text"/>	
(99) <input type="text"/>		(100) <input type="text"/>	



# **CLOSE BUSINESS DAY - DDS (Cont.)**

## **Reports Menu**



**The Reports Menu is used to create or accept/reject, view and finalize the reports, view or print vouchers and accountability reports.**

**The most common end of day reports for a DA is:**

- **Reports:**
  - **DD Form 1081**
  - **DD Form 2659**
  - **DD Form 2665**

- **If the DA cleared an FMST utilizing an FRB laptop, the following forms must be printed from the FMST laptop:**
  - **DD Form 2665**
  - **DD Form 2659**

# CLOSE BUSINESS DAY - DDS (Cont.)

## DD Form 2659, Voucher Control Log

**The Voucher Control Log is used to list ALL vouchers for the entire site ID. It is not broken down by cashier/agent. FMST users must print their own DD Form 2659.**

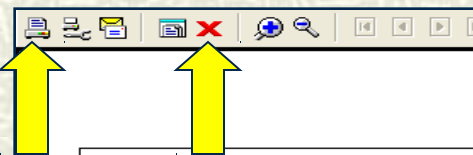
VOUCHER CONTROL LOG

DD 2659

Date: 12/02/2009 A

Site: 10001 ALPHA DETACHMENT

OK Cancel



VOUCHER CONTROL LOG			
Site Id: 10001			
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE
010002	COLL	10.00	a.CASH b.CHECK c.EFT d.OTHER
	Site Total	10.00	

1.DISBURSEMENTS	3. DATE
2.COLLECTIONS XXXX	12/02/2009 A

1.DISBURSEMENTS XXXX	3. DATE
2.COLLECTIONS	12/02/2009 A

Site Id: 10001			
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE
201001	CAMEL DEPOT	200.00	a.CASH b.CHECK c.EFT d.OTHER
701001	CAMEL DEPOT	200.00	

# CLOSE BUSINESS DAY - DDS (Cont.)

## DD Form 1081

Issuing User Id: JCK Receiving User Id/Site: ###00001  
Issuing User Site: 10001 Name of Receiver: SITE ACCOUNTABILITY 00001  
Name of Issuer: JAMES C KELLEY

☒ Return ☐ Partial ☐ Full  
☐ Advance

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:	.00	1,010,356.41	.00	1,219,251.03
2 U.S. Dollars:	.00	.00	.00	.00
3 Foreign Curr (U.S. Equivalent):	.00	.00	.00	.00
4 Military Payment Certificates:	.00	.00	.00	.00
2 5 Collections:	107,894.62	.00	.00	.00
3 6 Deposits:	.00	.00	.00	.00
4 7a NI: Treasury Checks:	.00	.00	.00	.00
7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 12/02/2009 A

SEQUENCE #	2	STATEMENT OF AGENT OFFICER'S ACCOUNT	12/03/2009 12:22:32
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/AFPO number and Telephone number)	

# CLOSE BUSINESS DAY - DDS (Cont.)

## DD Form 2665

User Code:  Date of Last DD2665:    
Name:  Business Date:

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO.	TODAY	CUMULATIVE
1. Accountability -- Beginning	1,218,141.03	1,010,256.41
2. Advances	100.00	100.00
a. Cash	<input type="text" value="100.00"/>	
b. Prepositioned Checks	<input type="text"/>	
c. Other	<input type="text"/>	
3. Voucher Collections	10.00	107,894.62
4. Treasury Check Issues	.00	.00
a. Vouchered	<input type="text"/>	
b. Other	<input type="text"/>	
5. Transfers from Other Disbursing Officers		100,000.00
6. Exchange		
7. Other		

Page:  ?

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE 12/02/2009 A

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. CUMULATIVE
(1)	ACCOUNTABILITY - BEGINNING	1,218,141.03	1,010,256.41
(2)	I ADVANCES a.CASH 100.00 b.PREPOSITIONED CHECKS c.OTHER	100.00	100.00
(3)	N VOUCHERED COLLECTIONS	10.00	107,894.62

**\*\*\*The DA should only finalize after completing the DD Form 1081. If it is finalized prior to, the DA will not be able to forward the day's business to the DDO without first opening a new business day.**



# CLOSE BUSINESS DAY - DDS (Cont.)

## Create The MILPAY Interface File

Military Payment | **Milpay Interface**

\*Input Source:

\*Cycle Number:

OK

**This process can only be performed by the DA after the business date is closed, but before opening the next business date, otherwise the "Milpay Interface" tab will be disabled.**

- Input Source Code is "DS" for Disbursing.
- The cycle number is coordinated with the MilPay section.

Select A Directory

Select a FILE\_DIALOG directory to download

Desktop

My Documents

My Computer

Local Disk (C:)

Dec 04 2009 (D:)

Cin\_apps on 'Dfasds\Dfsroot' (J:)

Cin\_data on 'Dfasds\Dfsroot' (K:)

James\_kelley on 'Dfasds\Dfsroot\Cin\_ho

Cin\_data2 on 'Dfasds\Dfsroot' (N:)

Cin\_media on 'Dfasds\Dfsroot' (T:)

My Network Places

Mainframes

OK

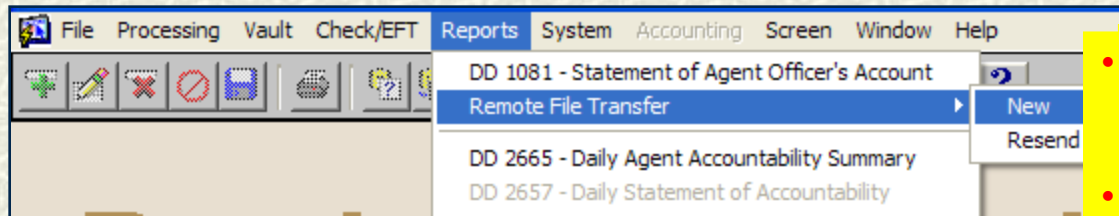
**For FMST missions, the cashier must create the file once the business day has been closed.**

\*Filename: C:\DOCUMENTS AND SETTINGS\JAMES\_KELLEY\DESKTOP

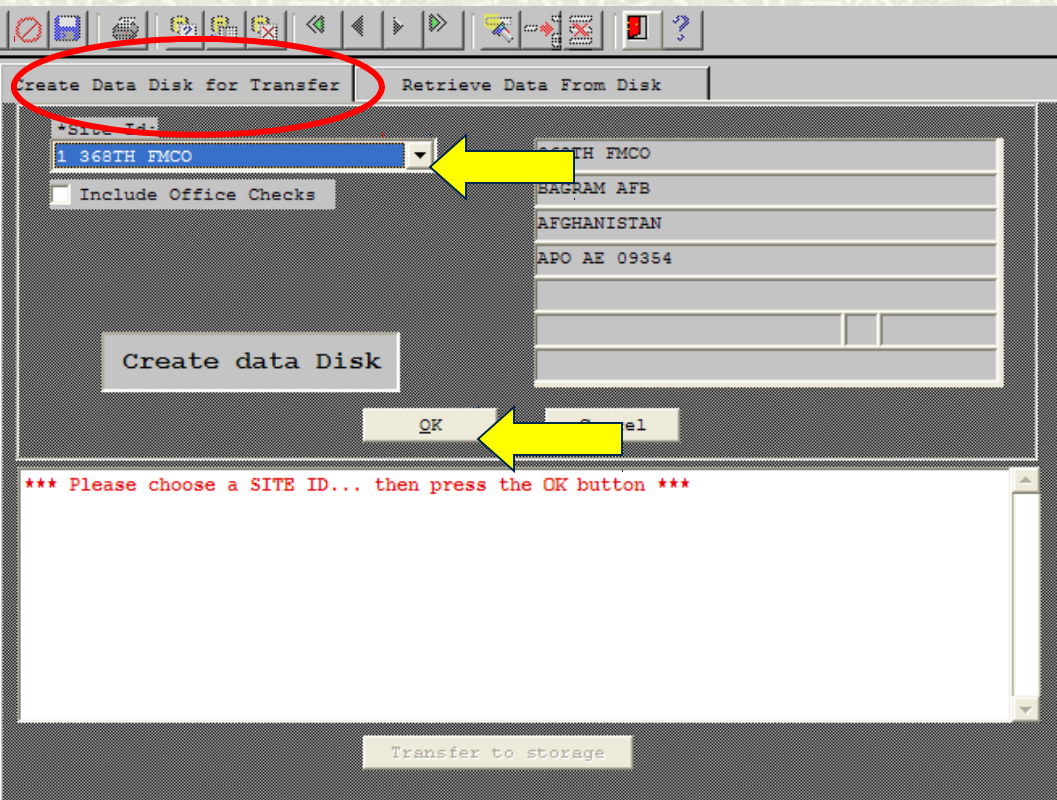
OK

# CLOSE BUSINESS DAY - DDS (Cont.)

## Create A Remote File Transfer (RFT) (1 of 3)



- Once "New" is selected, a window will appear with two tabs.
- DDS defaults to the "Create Data Disk for Transfer."
- Select the appropriate "Site Id" that DDS should be transferring to.
- Select "OK" to generate the RFT file.
- Once generated, the remarks window will state that the file has been created, and the "Transfer to storage" button will become enabled.
- Select the "Transfer to storage" button, and place in the folder where the RFT files will be maintained.



# CLOSE BUSINESS DAY - DDS (Cont.)

## Create A Remote File Transfer (RFT) (2 of 3)

Create Data Disk for Transfer    Retrieve Data From Disk

\*Site Id:  
1 368TH FMCO

☐ Include Office Checks

368TH FMCO  
BAGRAM AFB  
AFGHANISTAN  
APO AE 09354

Question

Create File for Transfer to another Site?

Yes

\*\*\* Please choose a SITE ID... then press the OK button \*\*\*

Information

This file must be processed even though no DD 1081s were attached since the information can be important and necessary to the destination site.

OK

\*\*\* When Storage is ready push the button at the bottom of the screen \*\*\*  
\*\*\* NOTE: regardless of whether a DD1081 was created \*\*\*  
\*\*\* There is information on this file that MUST BE SENT!!!

PROCESS IS COMPLETE. File ready to be copied to diskette.

If this is a large transfer this will take several minutes

Transfer to storage

PROCESS IS COMPLETE. File ready to be copied to diskette

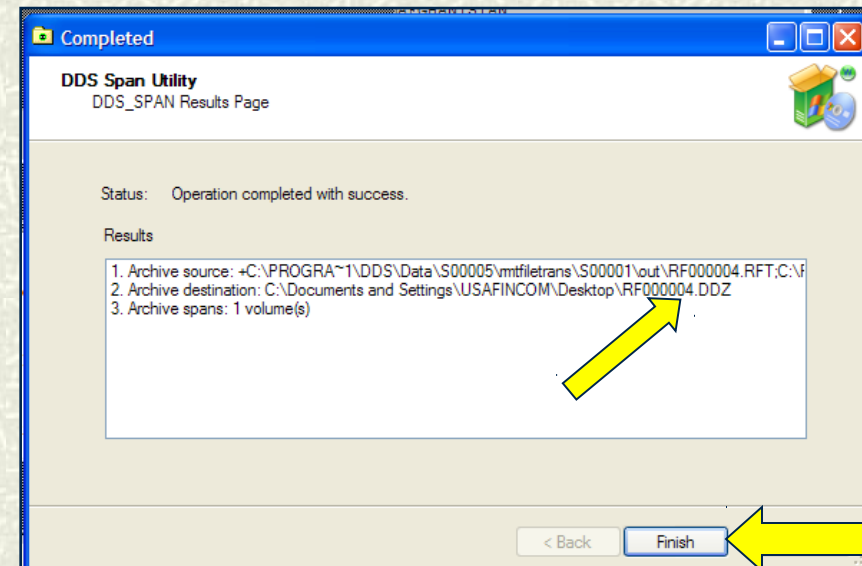
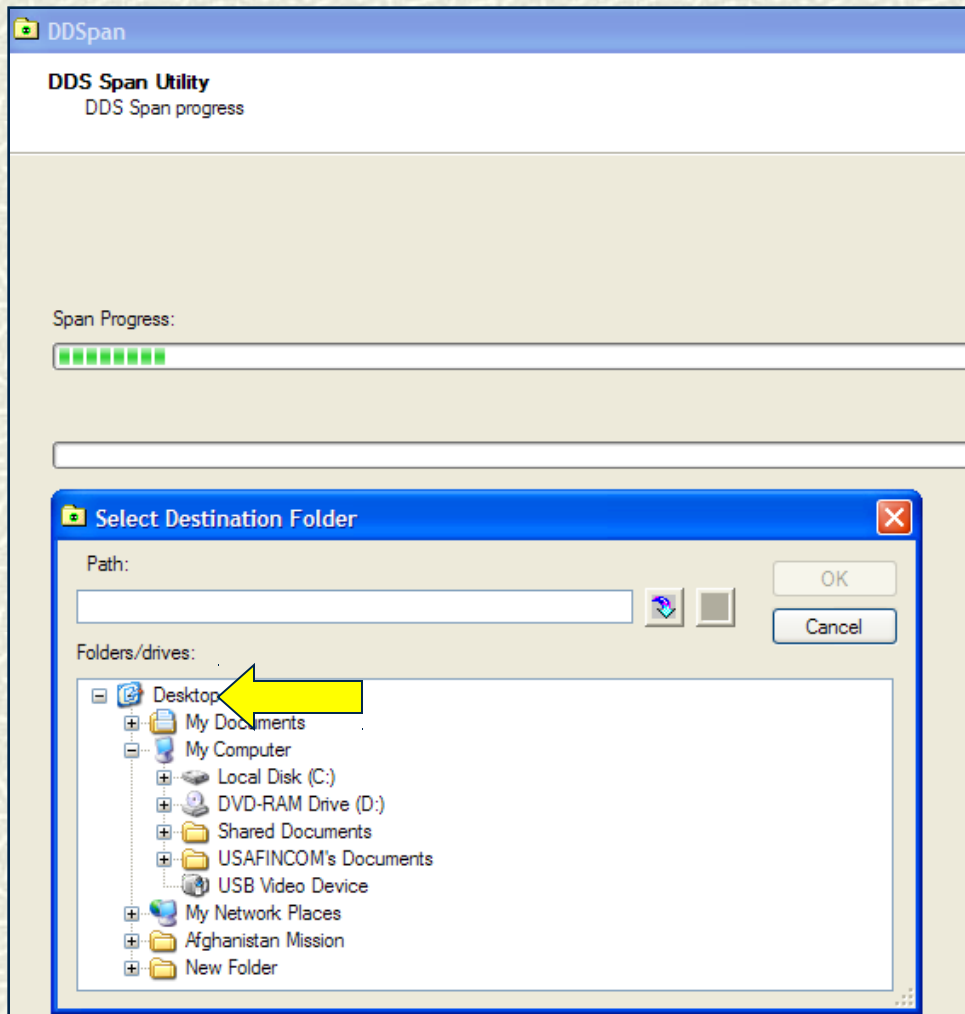
If this is a large transfer this will take several minutes

Transfer to storage



# **CLOSE BUSINESS DAY - DDS (Cont.)**

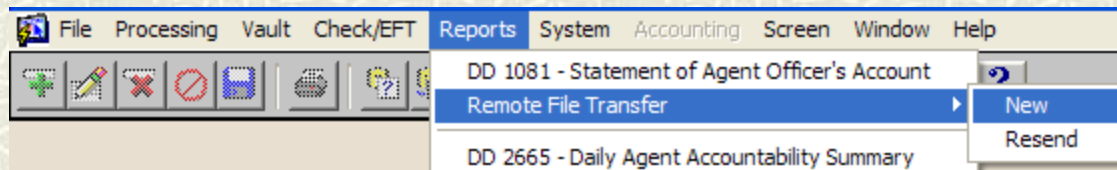
## **Create A Remote File Transfer (RFT) (3 of 3)**





# CLOSE BUSINESS DAY - DDS (Cont.)

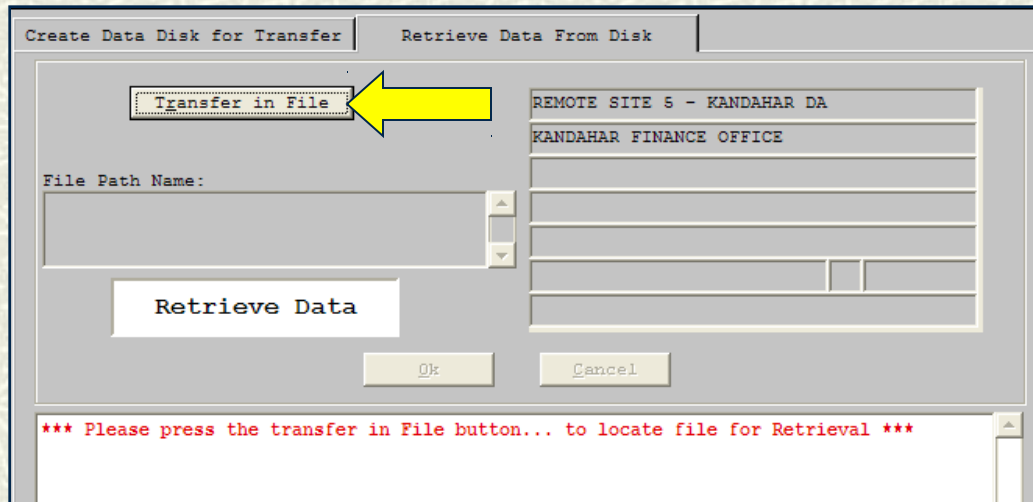
## Retrieve A Remote File Transfer (RFT) (1 of 3)

A screenshot of the 'Create Data Disk for Transfer' dialog box. The 'Retrieve Data From Disk' tab is selected and circled in red. The 'Site Id' dropdown is set to '1 368TH FMCO'. The 'Include Office Checks' checkbox is unchecked. The 'Create data Disk' button is visible. The dialog box also contains a list of site details: '368TH FMCO', 'BAGRAM AFB', 'AFGHANISTAN', and 'APO AE 09354'. At the bottom, there are 'OK' and 'Cancel' buttons, and a 'Transfer to storage' button. A message at the bottom reads: '\*\*\* Please choose a SITE ID... then press the OK button \*\*\*'.

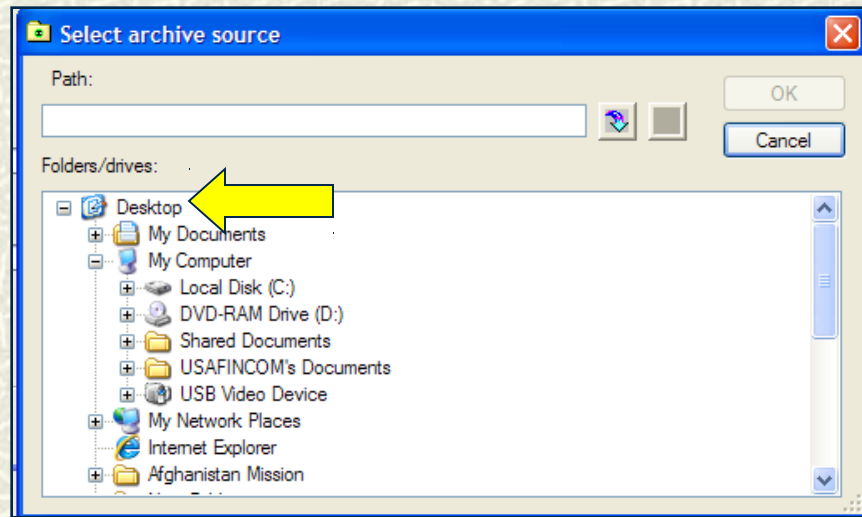
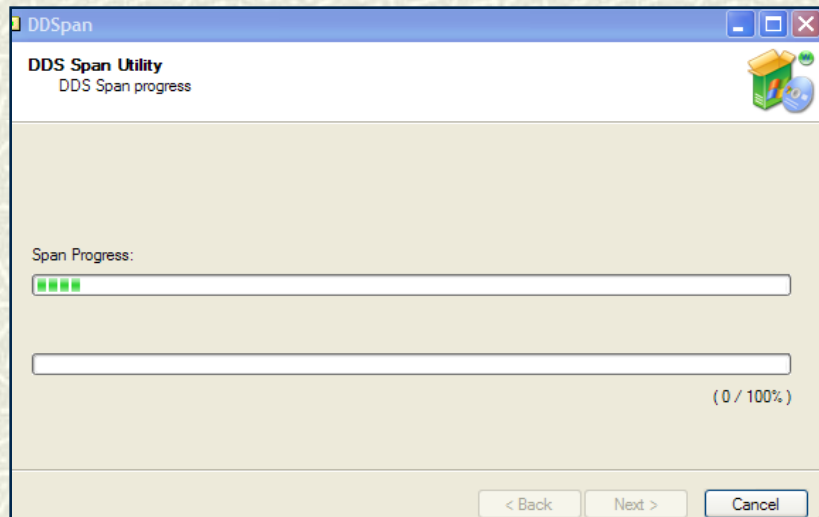
- Once "New" is selected, a window will appear with two tabs.
- Select the "Retrieve Data From Disk" tab.

# CLOSE BUSINESS DAY - DDS (Cont.)

## Retrieve A Remote File Transfer (RFT) (2 of 3)



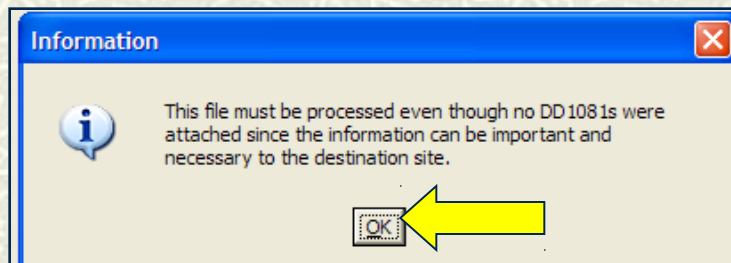
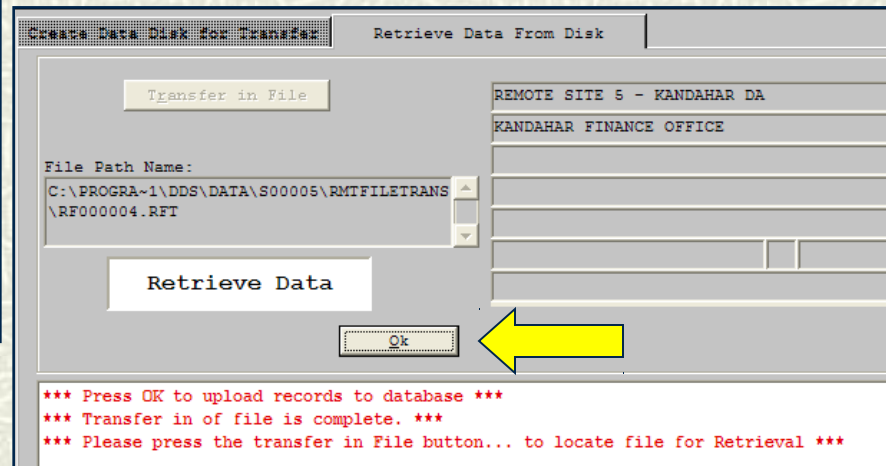
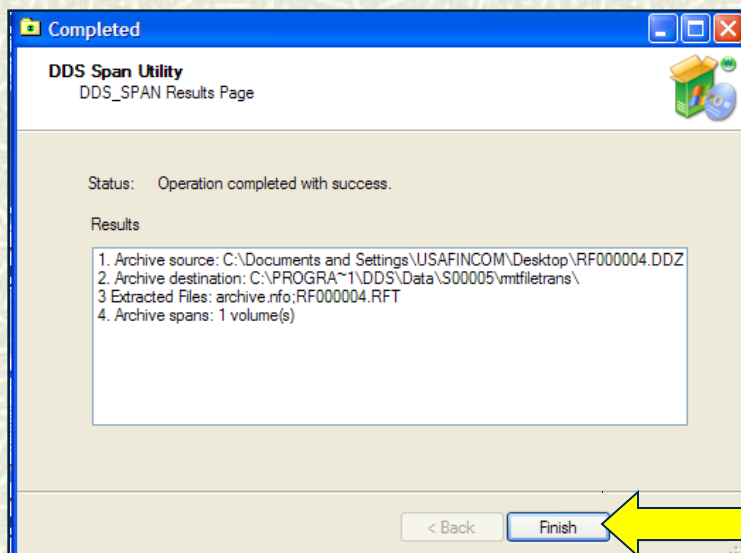
- Select "Transfer in File" to bring the file in.
- DDS will pull from where the file is stored.



# CLOSE BUSINESS DAY - DDS (Cont.)

## Retrieve A Remote File Transfer (RFT) (3 of 3)

- Once the file has been brought in, select "Ok" to upload the file into DDS.
- Once uploaded, the DA will be able to accept the DD Form 1081. \*\*The RFT may have only admin data, and no DD Form 1081.\*\*



\*\*\* When Storage is ready push the button at the bottom of the screen \*\*\*  
\*\*\* NOTE: regardless of whether a DD1081 was created \*\*\*  
\*\*\* There is information on this file that MUST BE SENT!!!

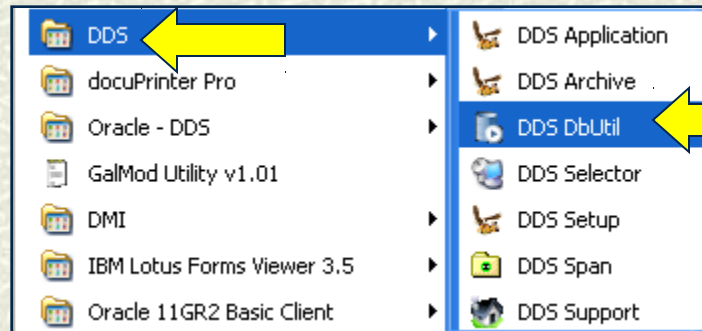
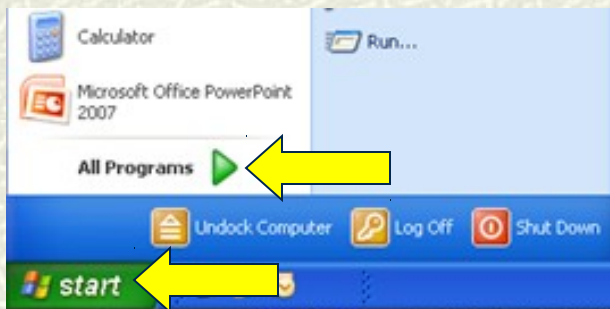
PROCESS IS COMPLETE. be copied to diskette.

If this is a large transfer this will take several minutes



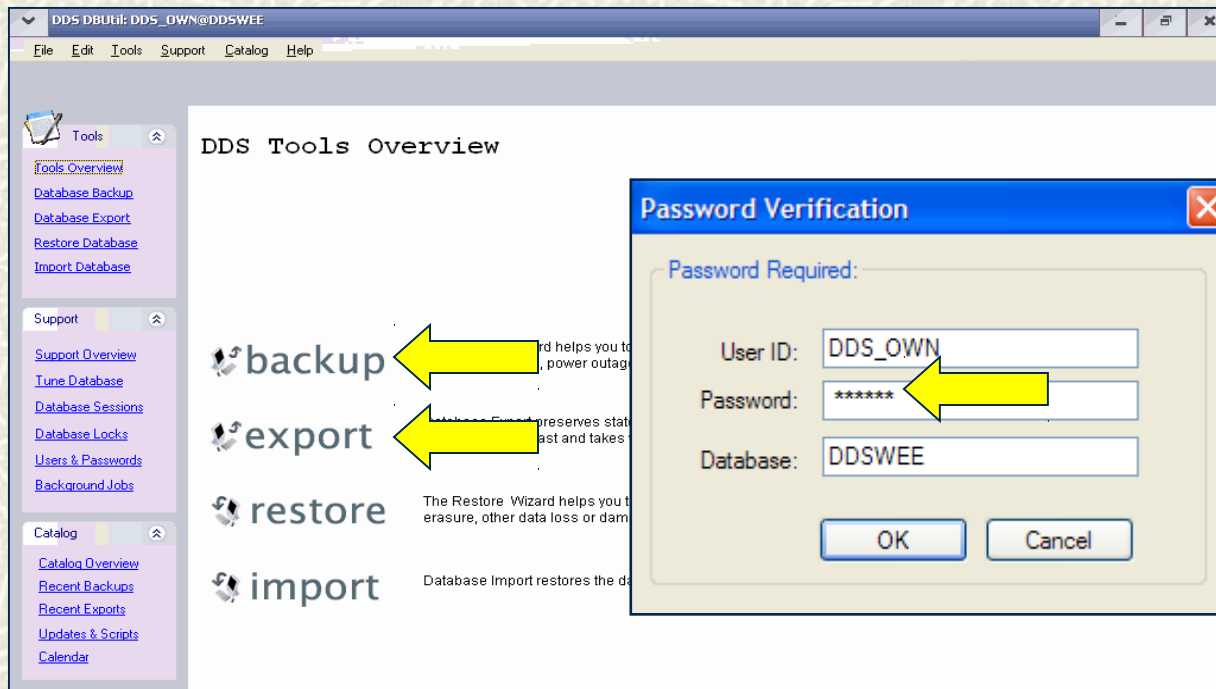
# CLOSE BUSINESS DAY - DDS (Cont.)

## DDS DB Utility Log-in Screen



**To access the DB Utility program, the user will select it from the DDS drop down list under the start menu.**

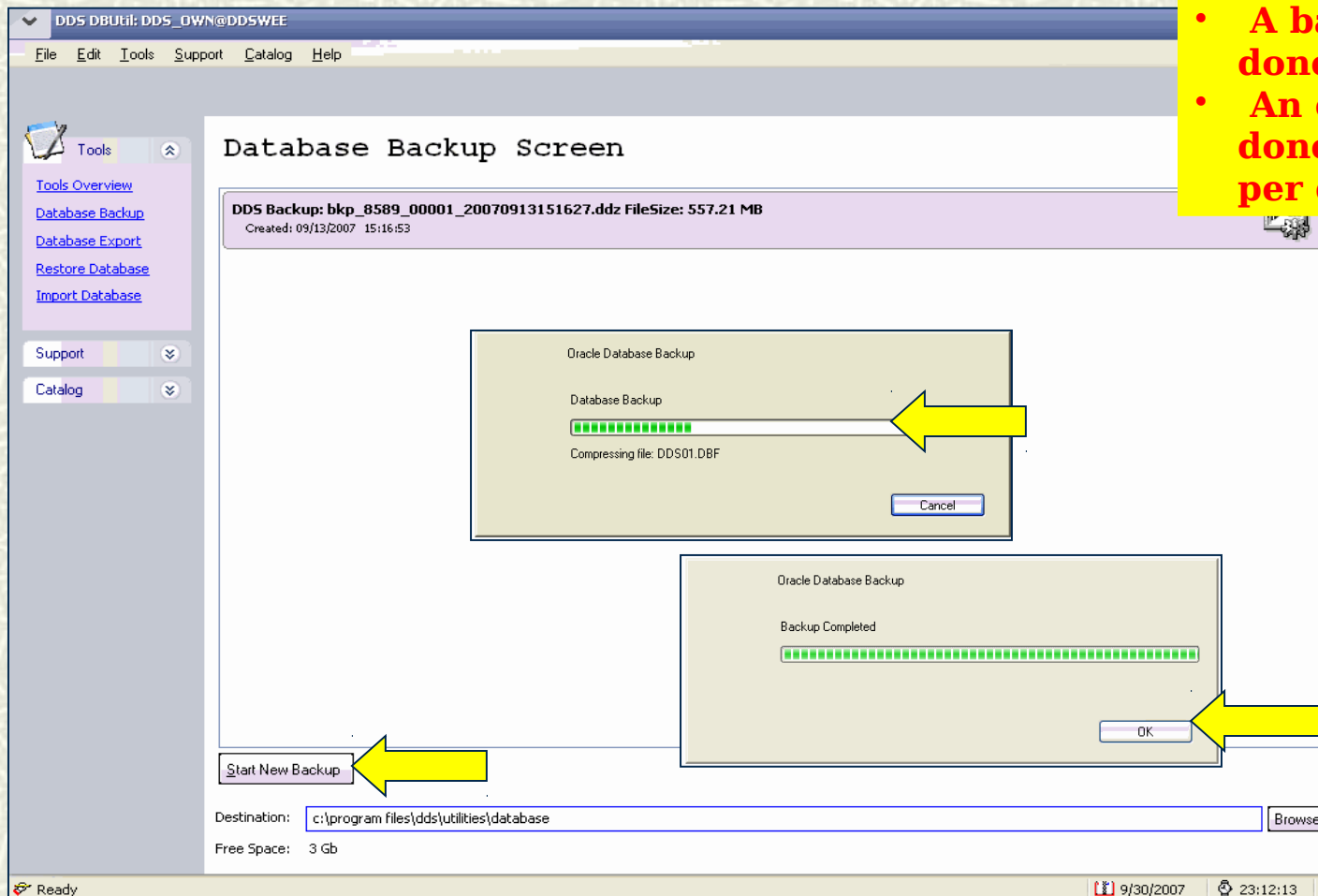
- **The password is "test01" and all other information should already be prefilled.**





# CLOSE BUSINESS DAY - DDS (Cont.)

## DDS DB Utility Back-Up and Export Screen



- A back-up should be done weekly.
- An export should be done at least once per day.

# **CLOSE BUSINESS DAY - DDS (Cont.)**

## **Example Of Close Of Business Day Sequence From DA to**

**DDO (1 of 2)**

**■ DD Form 1081 (with RFT # in upper right hand corner)**

**■ DD Form 2665**

**■ Deposit Ticket for OTCnet**

- OTCnet Deposit Ticket
- DDS Deposit Ticket
- DDS Check Listing
- Batch-List

**■ Deposit Ticket for EagleCash**

- EagleCash Excel Deposit Ticket
- EagleCash Excel Sales tracker
- DDS Deposit Ticket
- DDS Sales Listing
- Sales Reports

# **CLOSE BUSINESS DAY - DDS (Cont.)**

## **Example Of Close Of Business Day Sequence From DA to DDO (2 of 2)**

### **# Debit Voucher for EagleCash**

- EagleCash Excel Debit Voucher
- EagleCash Excel Load tracker
- DDS Debit Voucher
- DDS Load Listing
- Load Reports

### **# DD Form 2659 (Collections)**

- All DD Forms 1131 in sequence order

### **# DD Form 2659 (Disbursements)**

- All Disbursements in sequence order
- DD Form 117 with DD Forms 1351-6
- DD Forms 1034

### **# OF 1017-G (if any on hand)**



# **CLOSE BUSINESS DAY - DDS (Cont.)**

## **End of Day Checklist (1 of 2)**

- Clear cashier's daily business. Ensure all documents are signed, and all dollar amounts are accurate. Confirm DD Form 1081 and finalize DD Form 2665. Once complete, make individual copy for disbursing office records.
- Ensure Batch-Lists have been verified, uploaded and acknowledged for each cashier.
- Ensure all TR files have been created and posted to EC-AKO (cashier and kiosk).
- Ensure Deposit Ticket from OTCnetotc.gov has been printed and processed within DDS.
- Process excel spreadsheet for EC-Deposit Ticket verifying against all cashier sales reports.
- Ensure excel spreadsheet for EC-Deposit Ticket and sales tracker have been printed and processed within DDS.
- Process excel spreadsheet for EC-Debit Voucher against all cashier load reports.



# **CLOSE BUSINESS DAY - DDS (Cont.)**

## **End of Day Checklist (2 of 2)**

- ☒ Process Military Payment Interface file and forward to Military Pay on a TL along with copies of the DD Forms 117 with supporting DD Form 1351-6.
- ☒ Print DD Form 2659.
- ☒ Create, save and print DD Form 1081 to turn-in DA daily business to the DDO.
- ☒ Finalize and print DD Form 2665.
- ☒ Create a Remote File Transfer (RFT).
- ☒ Print vault ledger and verify funds currently on hand.
- ☒ Conduct either a DDS export or back-up (depending on day of week).
- ☒ Put daily business in order according to the DDO. Ensure all documents are complete and signed. Write RFT # in upper right corner on DD Form 1081.
- ☒ Scan daily business and forward to DDO clearing cell via SFTP, CEDMS, etc.

# CLOSE BUSINESS DAY - DDS (Cont.)

## Change Disbursing Officer During Tran

- Once the business day has been closed, the site will be able to change the Disbursing Officer (DO). The effective date for changing the DO should be the date of the Transfer of Accountability.

The screenshot shows the software interface with the 'System' menu open. The menu options are: Site, Accounting, and Check/EFT. The 'Site' option is selected, and its sub-menu is visible, showing: User Setup, Office Setup, and Voucher Series Setu.

Below the menu, the main form area contains several fields and checkboxes:

- \*DO Code: AC
- ☒ Current DO
- Stop Date: [ ]
- \*Office (Last): [ ]
- \*DO Code: [ ]
- ☒ Current DO
- Stop Date: [ ]
- \*Officer (Last, First, MI): [ ] [ ] [ ]
- \*Signature Block: [ ]

At the bottom, there is a section for 'Predecessor DO's' with columns for 'Code Last', 'Name', and 'First Na'.

A 'Forms' dialog box is open in the foreground, displaying the following information:

Information: Disbursing officer successfully changed. All appointment memorandums have been terminated. Please access user setup and add the new appointment memorandum information for all users.

The 'OK' button in the dialog box is highlighted with a yellow arrow.

# ANALYSIS OF UNMATCHED TRANSACTIONS (AUT)

## Incorrect Deposit Ticket - Deposit Ticket Number (1 Of 2)

- **Actual Deposit Ticket posted by FRB (T-Line).**

STANDARD FORM 215 (REV. 5-58)		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY	
PRESCRIBED BY DEPT OF TREASURY				FINANCIAL MANAGEMENT SERVICE	
17PM5-3888 245-183				HSH 7548-81-813-3452	
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL FUNCTIONS-OMIT \$ SIGN	
(1) 110001	01/01/12	(3) 00008850-4	(4) 1,000.00		

- **Deposit Ticket entered into DDS (S-Line).**

STANDARD FORM 215 (REV. 5-58)		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY	
PRESCRIBED BY DEPT OF TREASURY				FINANCIAL MANAGEMENT SERVICE	
17PM5-3888 245-183				HSH 7548-81-813-3452	
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL FUNCTIONS-OMIT \$ SIGN	
(1) 110010	01/01/12	(3) 00008850-4	(4) 1,000.00		



# ANALYSIS OF UNMATCHED TRANSACTIONS (AUT) (Cont.)

## Incorrect Deposit Ticket - Deposit Ticket Number (2 Of 2)

- A) must be completed in DDS to cancel out the original incorrect Deposit Debit Voucher (SF 5515Ticket (SF 215).
- All information must match between the SF 5515 and the SF 215.

STANDARD FORM 5515 (REV. 5-78)		DEPARTMENT OF THE TREASURY	
PRESCRIBED BY DEPT. OF TREASURY		FINANCIAL MANAGEMENT SERVICE	
177RM 5-3888			
VOUCHER NUMBER	DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT M M D D Y Y	3-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 110010	(2) 01/01/12	(3) 00008550-4	(4) \$1,000.00
SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION-OMIT \$ SIGN			

- Once the SF 5515 has been done to cancel out the original error, a new SF 215 must be created in DDS to balance with the original FRB SF 215.

STANDARD FORM 5515 (REV. 5-78)		DEPARTMENT OF THE TREASURY	
PRESCRIBED BY DEPT. OF TREASURY		FINANCIAL MANAGEMENT SERVICE	
177RM 5-3888			
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	3-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 110001	(2) 01/01/12	(3) 00008850-4	(4) 1,000.00
SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL FUNCTIONS-OMIT \$ SIGN			



# ANALYSIS OF UNMATCHED BUSINESS DAY TRANSACTIONS (AUT) (Cont.)

## Incorrect Debit Voucher - Debit Voucher Date (1 Of 2)

- Actual Debit Voucher posted by FRB (T-Line).

STANDARD FORM 5515 (Rev. 3-78)		DEPARTMENT OF THE TREASURY	
PRESCRIBED BY DEPT. OF TREASURY		FINANCIAL MANAGEMENT SERVICE	
1 TFRM 5-3000			
VOUCHER NUMBER	DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT	3-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 50025	(2) 01/01/12	(3) 00008550-4	(4) \$253.00
			AMOUNT
SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION-OMIT \$ SIGN			

- Debit Voucher entered into DDS (S-Line).

STANDARD FORM 5515 (Rev. 3-78)		DEPARTMENT OF THE TREASURY	
PRESCRIBED BY DEPT. OF TREASURY		FINANCIAL MANAGEMENT SERVICE	
1 TFRM 5-3000			
VOUCHER NUMBER	DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT	3-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 50025	(2) 01/23/12	(3) 00008550-4	(4) \$253.00
			AMOUNT
SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION-OMIT \$ SIGN			

# ANALYSIS OF UNMATCHED BUSINESS DAY TRANSACTIONS (AUT) (Cont.)

## Incorrect Debit Voucher - Deposited to Bank (2068)

- A Deposit Ticket (SF 215) must be completed in DDS to cancel out the original incorrect Debit Voucher (SF 5515).
- All information must match between the SF 215 and the SF 5515.

STANDARD FORM 215 (REV. 5-90)		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE	
1TFM 5-3000 215-103				NSN 7540-01-019-9452	
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT		
(1) 50025	01/23/12	(3) 00008850-4	(4) 253.00	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION-OMIT \$ SIGN	

STANDARD FORM 5515 (Rev. 5-78)		DEBIT VOUCHER		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE	
1TFM 5-3888					
VOUCHER NUMBER	DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT		
(1) 50025	(2) 01/01/12	(3) 00008550-4	(4) \$253.00	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION-OMIT \$ SIGN	

- Once the SF 215 has been done to cancel out the original error, a new SF 5515 must be created in DDS to balance with the original FRB SF 5515.

# ANALYSIS OF UNMATCHED BUSINESS DAY TRANSACTIONS (AUT) (Cont.)

Incor

- When the Debit Voucher/ Deposit Ticket have different dollar amounts, the DA must research and identify the error, whether it was FRB or the DA. The dollar amount could be:
  - FRB posted an incorrect amount. FRB must correct error.
  - The DA did not process the excel spreadsheet correctly. The DA must correct error.
  - The DA did not attach the correct amount of sales or loads to the SF 215 or SF 5515 when entered into DDS. The DA must correct the error.
- For missing dollar amounts, the DA should process a SF 215/SF 5515 with the missing transactions, and use the same voucher numbers on the correct SF 215/SF 5515.

STANDARD FORM 215 (REV. 5-90)		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY	
PRESCRIBED BY DEPT. OF TREASURY				FINANCIAL MANAGEMENT SERVICE	
1TFM 5-3000 215-103				NSN 7540-01-013-9452	
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT		
(1) 110001	01/01/12	(3) 00008850-4	(4) 1,000.00	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL FUNCTIONS-OMIT \$ SIGN	



STANDARD FORM 215 (REV. 5-90)		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY	
PRESCRIBED BY DEPT. OF TREASURY				FINANCIAL MANAGEMENT SERVICE	
1TFM 5-3000 215-103				NSN 7540-01-013-9452	
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT		
(1) 110001	01/01/12	(3) 00008850-4	(4) 990.00	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL FUNCTIONS-OMIT \$ SIGN	





# MODULE 4 - SYSTEM APPLICATIONS

---

## # Over The Counter Channel Application (OTCnet)

- DD Form 2875 - Access Request Form
- Check Image Research Archive (CIRA) Access Request Form
- OTCnetOTC.gov
- Equipment Request Form (OTCnet 412)

## # Collections Information Repository (CIR) and PIR

- Access Request Form

## # Corps2 Server

- Access Request Form
- Corps2 Server

## # EagleCash Daily Processing Procedures

- EC-AKO Access Request
- EC-AKO Website
- Receive/Process Hotlist, Warmlist From EC-AKO Website
- EagleCash Forms

## # Laptop to Kiosk Transaction Collection Procedures

## # Create an FMST Site



# OVER THE COUNTER CHANNEL APPLICATION

## (OTCnet) (Cont.)

### DD Form 2875 Access Request Form

#### SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

**PRIVACY ACT STATEMENT**  
**AUTHORITY:** Executive Order 10450, 9397; and Public Law 90-474, the Computer Fraud and Abuse Act.  
**PRINCIPAL PURPOSE:** To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.  
**ROUTINE USES:** None.  
**DISCLOSURE:** Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.

**TYPE OF REQUEST**  
☐ INITIAL ☐ MODIFICATION ☐ DEACTIVATE ☐ USER ID. DATE (YYYYMMDD)

**SYSTEM NAME** (Platform or Applications) **LOCATION** (Physical Location of System)

#### PART I (To be completed by Requestor)

1. NAME (Last, First, Middle Initial) 2. ORGANIZATION  
3. OFFICE SYMBOL/DEPARTMENT 4. PHONE (DSN or Commercial)  
5. OFFICIAL E-MAIL ADDRESS 6. JOB TITLE AND GRADE/RANK  
7. OFFICIAL MAILING ADDRESS 8. CITIZENSHIP 9. DESIGNATION OF PERSON  
☐ US ☐ FN ☐ MILITARY ☐ CIVILIAN  
☐ OTHER ☐ CONTRACTOR  
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)  
☐ I have completed Annual Information Awareness Training. DATE (YYYYMMDD)

11. USER SIGNATURE 12. DATE (YYYYMMDD)

**PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR** (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)

#### 13. JUSTIFICATION FOR ACCESS

14. TYPE OF ACCESS REQUIRED:  
☐ AUTHORIZED ☐ PRIVILEGED  
15. USER REQUIRES ACCESS TO: ☐ UNCLASSIFIED ☐ CLASSIFIED (Specify category)  
☐ OTHER

16. VERIFICATION OF NEED TO KNOW  
I certify that this user requires access as requested. ☐  
16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)

17. SUPERVISOR'S NAME (Print Name) 18. SUPERVISOR'S SIGNATURE 19. DATE (YYYYMMDD)

20. SUPERVISOR'S ORGANIZATION/DEPARTMENT 20a. SUPERVISOR'S E-MAIL ADDRESS 20b. PHONE NUMBER

21. SIGNATURE OF INFORMATION OWNER/OPR 21a. PHONE NUMBER 21b. DATE (YYYYMMDD)

22. SIGNATURE OF IAO OR APPOINTEE 23. ORGANIZATION/DEPARTMENT 24. PHONE NUMBER 25. DATE (YYYYMMDD)

DD FORM 2875, AUG 2009

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

26. NAME (Last, First, Middle Initial)

27. OPTIONAL INFO

- Form must be submitted through the deployed FMSU (DDO/DO) to the FMSC (LSA).
- The FMSC (LSA) will create the user in ITIM.
- The FMSC (LSA) will forward access to

- Most common access requests:
  - CCA - Check Capture Administrator (unit IMO/TASO).
  - CCO - Check Capture Operator (cashier).
  - CCS - Check Capture Supervisor (DA/DM). Should have additional roles of MVD Viewer.

28b. CLEARANCE LEVEL

28c. IT LEVEL DESIGNATION

☐ LEVEL I ☐ LEVEL II ☐ LEVEL III

29. VERIFIED BY (Print name)

30. SECURITY MANAGER  
TELEPHONE NUMBER

31. SECURITY MANAGER SIGNATURE

32. DATE (YYYYMMDD)

#### PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION

TITLE	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	

DATE PROCESSED (YYYYMMDD)

PROCESSED BY (Print name and sign)

DATE (YYYYMMDD)

DATE REVALIDATED (YYYYMMDD)

REVAL DATED BY (Print name and sign)

DATE (YYYYMMDD)

DD FORM 2875 (BACK), AUG 2009

3.aset

# OVER THE COUNTER CHANNEL APPLICATION (OTCnet) (Cont.)

OTCnet Deposit Ticket (SF 215)

APPLICATIONS

February 24, 2012

Home | My Profile | Training | Print | Help | Log Out

**OTCnet**<sup>SM</sup>  
Deposits Made Simple

Online Application

Connection Status: **Online**

Welcome, Agency Aateaa

Check Processing Administration Reports

Check Processing Reports

## View Check Processing Reports

Please select the Check Processing report you would like to view.

### ▼ Business Reports

CIRA CSV Report

Agency CIRA Report

LVD Contents Report

Organization Hierarchy Report

215 Deposit Ticket Report

5515 Debit Voucher Report

### ▼ Administration Reports

FMS Statistical Report

- The CCS must have MVD Viewer or Reports Viewer in order to access the "Reports" tab in OTCnet.

# APPLICATIONS OVER THE COUNTER CHANNEL APPLICATION (OTCnet) (Cont.)

## 215 Deposit Ticket Report

Run once daily and covers all items settled that business day.  
Click [here](#) to review your previously generated report.

### Report Filters

#### Start Date

From:

02/24/2012

To:

02/24/2012

Report Format:

HTML

Include Subordinate OTC Endpoint:

☒ Yes ☐ No

- Deposit Tickets in OTCnet are only accessible for 45 days.

WebFOCUS Viewer - Windows Internet Explorer provided by DFAS

Func=pagehtml&PG\_MRsave

File Edit View Favorites Tools Help

PLEASE CHECK THE <http://www.fms.treas.gov/otcnetindex.html> WEBSITE FOR CURRENT INFORMATION ON THE OTCNET PROGRAM

### 215 Deposit Ticket Report

Generated: 11/19/2010 6:24:23 PM ET  
From Date: 11/01/2010  
To Date: 11/15/2010

---

**215 - Deposit Ticket**

OTC Endpoint: L3FRB STL      Deposit Ticket No: 000018      Fiscal Agent: FRB Cleveland      Settlement  
Date: 11/01/2010

Cashier ID	Transaction Date	Summary Count	Summary Amount
<b>215 - Detail</b>			
OTC Endpoint: L3FRB STL      Description: Level 3 Agency-FRB St Louis      ALC+2: 0000107125			
otcnft67	10/26/2010	4	\$1,221.00
otcnft67	10/27/2010	2	\$1,109.00
otcnft67	10/29/2010	2	\$401.00
Total ALC: 0000107125		8	\$2,731.00

Page 1 of 1

Internet 75%



# OTCnet EQUIPMENT REQUEST FORM

- **OTCnet Form 412**
  - **New and returned hardware.**
  - **Submit through appropriate channels.**
  - **Acknowledge receipt of equipment.**
  - **DA Form 3161.**
  - **Post DA Form 3161 to AKO folder.**

## PCC OTC Equipment Request Form New & Returned Hardware

The purpose of this form is to ensure prompt handling of all requests for new devices and returning equipment. Please email your requests to [FMS.OTCDeployment@citi.com](mailto:FMS.OTCDeployment@citi.com); and state the following in the email subject line: "New Hardware Requests - (Base name - Type of Vendor)" **OR** "Return Hardware Requests - (Base name - Type of Vendor)"  
*Note: This form is only for use if your base has already completed its initial PCC OTC Deployment*

Please fill out the Name and Address of recipient who will receive the equipment/ returning equipment

Name: \_\_\_\_\_  
Complete Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Request: \_\_\_\_\_

Army  
Air Force  
DMPO

New Hardware (New device / equipment requests require approval from USAFMCOM or Air Force and the US Treasury.)

Finance Office \_\_\_\_\_ Other \_\_\_\_\_  
Post Office \_\_\_\_\_

Base Name: \_\_\_\_\_

(Please check the appropriate box)

New customer ☐

*Note: Please check above box if you have not participated in the PCC OTC program.*

Expansion ☐

*Note: Please check above box if you have participated in the PCC OTC program and require additional devices to service your internal customers.*

Device type: (please check the appropriate boxes and indicate quantity needed with type of power source)

EC7011F	Quantity needed	
13050	Quantity needed	
Test Checks	Quantity needed	
Step Down	Quantity needed	
Converters	Quantity needed	

Power Source  
110 V (US)  
220 V

Other

List other

Quantity needed	
Quantity needed	

Additional comments:

## Commander's Signature of Approval

I certify the equipment requested above is required. I will ensure the PCC OTC hand receipt is updated and posted to AKO/CoP within 72 hours of receipt.

Print Commander's Name/Rank/Title:

Commander's Signature and Date:

Return Hardware (Returned device / equipment requests require approval from USAFMCOM or Air Force and the US Treasury.)

Finance Office \_\_\_\_\_ Other \_\_\_\_\_  
Post Office \_\_\_\_\_

Base Name: \_\_\_\_\_

Device type: (On a separate worksheet please list the serial numbers for all equipment being returned. Below please also check the appropriate boxes and indicate quantity returned with type of power source.)

EC7011F Check	Quantity Returned	
Scanner	Quantity Returned	
13050 KeyPad	Quantity Returned	
Step Down	Quantity Returned	
Converters	Quantity Returned	
Other	Quantity Returned	
	Quantity Returned	

Reason for Return (Reason for return is required for processing (i.e., broken equipment, replacing equipment, location close, etc.)

For questions please contact FMS OTC Deployment Team. Hours are M - F from 0900 hours - 1400 hours Eastern Time Zone, excluding federal holidays.

[FMS.OTCDeployment@citi.com](mailto:FMS.OTCDeployment@citi.com)

Rev 09/05/2010

FOR OFFICIAL USE ONLY

Received By:

\_\_\_\_\_



# DDS HELPDESK - SECURE FTP (CORPS2) ACCESS REQUEST

## DD Form 2875 Access Request Form

- Disbursing Office needs access in order to pull DDS updates, and post exports for audit.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
<b>PRIVACY ACT STATEMENT</b> <b>AUTHORITY:</b> Executive Order 10450, 9397; and Public Law 90-474, the Computer Fraud and Abuse Act. <b>PRINCIPAL PURPOSE:</b> To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. <b>ROUTINE USES:</b> None. <b>DISCLOSURE:</b> Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
<b>TYPE OF REQUEST</b> <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		<b>DATE (YYYYMMDD)</b>	
<b>SYSTEM NAME (Platform or Applications)</b>		<b>LOCATION (Physical Location of System)</b>	
<b>PART I (To be completed by Requestor)</b>			
<b>1. NAME (Last, First, Middle Initial)</b>		<b>2. ORGANIZATION</b>	
<b>3. OFFICE SYMBOL/DEPARTMENT</b>		<b>4. PHONE (DSN or Commercial)</b>	
<b>5. OFFICIAL E-MAIL ADDRESS</b>		<b>6. JOB TITLE AND GRADE/RANK</b>	
<b>7. OFFICIAL MAILING ADDRESS</b>		<b>8. CITIZENSHIP</b> <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	
		<b>9. DESIGNATION OF PERSON</b> <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR	
<b>10. TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)</b> <input type="checkbox"/> I have completed Annual Information Awareness Training. <b>DATE (YYYYMMDD)</b>			
<b>11. USER SIGNATURE</b>		<b>12. DATE (YYYYMMDD)</b>	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>			
<b>13. JUSTIFICATION FOR ACCESS</b>			
<b>14. TYPE OF ACCESS REQUIRED:</b> <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
<b>15. USER REQUIRES ACCESS TO:</b> <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
<b>16. VERIFICATION OF NEED TO KNOW</b> I certify that this user requires access as requested. <input type="checkbox"/>		<b>16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)</b>	
<b>17. SUPERVISOR'S NAME (Print Name)</b>		<b>18. SUPERVISOR'S SIGNATURE</b>	
<b>19. DATE (YYYYMMDD)</b>			
<b>20. SUPERVISOR'S ORGANIZATION/DEPARTMENT</b>		<b>20a. SUPERVISOR'S E-MAIL ADDRESS</b>	
		<b>20b. PHONE NUMBER</b>	
<b>21. SIGNATURE OF INFORMATION OWNER/OPR</b>		<b>21a. PHONE NUMBER</b>	
		<b>21b. DATE (YYYYMMDD)</b>	
<b>22. SIGNATURE OF IAO OR APPOINTEE</b>		<b>23. ORGANIZATION/DEPARTMENT</b>	
		<b>24. PHONE NUMBER</b>	
		<b>25. DATE (YYYYMMDD)</b>	

<b>26. NAME (Last, First, Middle Initial)</b>			
<b>27. OPTIONAL INFORMATION (Additional Information)</b>			
<b>PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION</b>			
<b>28. TYPE OF INVESTIGATION</b>		<b>28a. DATE OF INVESTIGATION (YYYYMMDD)</b>	
<b>28b. CLEARANCE LEVEL</b>		<b>28c. IT LEVEL DESIGNATION</b> <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III	
<b>29. VERIFIED BY (Print name)</b>		<b>30. SECURITY MANAGER TELEPHONE NUMBER</b>	<b>31. SECURITY MANAGER SIGNATURE</b>
			<b>32. DATE (YYYYMMDD)</b>
<b>PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION</b>			
<b>TITLE</b>	<b>SYSTEM</b>	<b>ACCOUNT CODE</b>	
	<b>DOMAIN</b>		
	<b>SERVER</b>		
	<b>APPLICATION</b>		
	<b>DIRECTORIES</b>		
	<b>FILES</b>		
	<b>DATASETS</b>		
<b>DATE PROCESSED (YYYYMMDD)</b>	<b>PROCESSED BY (Print name and sign)</b>	<b>DATE (YYYYMMDD)</b>	
<b>DATE REVALIDATED (YYYYMMDD)</b>	<b>REVAL DATED BY (Print name and sign)</b>	<b>DATE (YYYYMMDD)</b>	

# DDS HELPDESK - SECURE APPLICATIONS

## FTP (CORPS2) ACCESS REQUEST (Cont.)

ftp://corp2.dfas.mil/dds/

**Log On As**

To log on to this FTP server, type a user name and password.

FTP server: corp2.dfas.mil

User name: smccorm

Password: .....

After you log on, you can add this server to your Favorites and return to it easily.

FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use Web Folders (WebDAV) instead.

Learn more about [using Web Folders](#).

☐ Log on anonymously ☒ Save password

Log On Cancel

	Size	Type	Mo
		File Folder	12/
		File Folder	12/24/2006 4:22 AM
		File Folder	1/15/2007 4:48 AM
		File Folder	1/18/2007 2:39 PM
		File Folder	1/27/2007 2:09 AM
	9.06 MB	File	8/25/2006 9:48 AM
520 bytes		SQL File	9/14/2006 2:17 AM
613 bytes		SQL File	9/14/2006 2:17 AM
49 bytes		MS-DOS Batch File	9/14/2006 2:17 AM
111 bytes		Text Document	9/14/2006 2:17 AM
1.28 MB		Text Document	11/5/2006 1:18 AM
336 KB		WinZip File	11/21/2006 7:22 AM
80 bytes		Internet Shortcut	11/26/2006 11:35 AM
8.55 MB		File	12/6/2006 2:29 PM
6.20 MB		WinZip File	12/10/2006 2:51 PM
11.0 MB		WinZip File	12/10/2006 2:52 PM
4.94 MB		WinZip File	12/15/2006 1:28 PM
107 MB		WinZip File	12/15/2006 2:27 PM
6.22 KB		SQL File	12/15/2006 6:36 PM
44.7 MB		WinZip File	1/19/2007 1:58 PM
8.28 MB		WinZip File	1/22/2007 4:42 PM
5.78 MB		WinZip File	1/23/2007 11:42 AM
8.33 MB		WinZip File	1/24/2007 9:42 AM
8.79 MB		WinZip File	1/25/2007 2:57 PM

dds.url

CMET\_TEST

CF\_061210\_error.zip

TQ\_061210\_error.zip

40200\_061215.zip

5579-1-121006-1942.zip

DDS\_PENDLETON\_20356\_001.S...

6187070119SITE1.zip

cfexport070122.zip

BD\_070123\_1520.zip

cfexport\_070124\_1700.zip

Export20070125.zip

- Users must place the DDS export on the Corps2 server once a month.



# EAGLECASH DAILY PROCESSING PROCEDURES

---

**#** The EagleCash daily procedures consist of the following steps:

- **Cashier:**

- Receive “Hotlist” and “Warmlist” via EC-AKO from FRBB daily and update all cashier laptops and kiosks that access EC.
- Transfer Sale transactions from POS device to the SVC-EOD (FRB laptop). Ensure printed receipt is attached to daily business.
- Transfer Issuance file from FRB laptop to the SVC-EOD (FRB laptop). Ensure report is turned in to the Disbursing Agent. The report must also be scanned and forwarded to FRB.
- Transfer Load transactions from FRB laptop to the SVC-EOD (FRB laptop). Ensure Load report is attached to daily business.
- Zip all EC transactions (Sales, Loads, Issuance file) from the SVC-EOD to the List Packages folder. Place a copy of the transaction (TR) file(s) on the EC-AKO website.

- **Disbursing Agent:**

- Receive “Hotlist” and “Warmlist” via EC-AKO daily and update all laptops that access EC (cashier, DA, Kiosk).
- Post EC Debit Voucher (loads) and EC Deposit ticket (sales) to the EC-AKO site.

# EAGLECASH POC REQUEST FORM

FRBB → Communications Duty Positions	ACH Return Log	Unload/ Cashback Report	Hot/Warm List	Missing 2887 Report	KFD Report	RTN Report	Site specific inventory reports	Site specific financial reports	AOR specific inventory reports	All Reports w/metrics	Bulletins	EC News	AKO Site Folder (TR Files)	Daily emails for Missing Kiosk/TR Files
Finance Cashier	X	X	X								X	X	X	X
Certifying Officer	X	X	X	X							X	X	X	
Disbursing Manager	X	X	X	X	X	X	X	X			X	X	X	X
Disbursing Agent (DA)/ Pay Agent	X	X	X	X	X	X	X	X			X	X	X	X
Command Element										X	X	X	X	
Detachment Sergeant										X	X	X	X	
Detachment EC POC			X		X	X	X				X	X	X	
FMCO EC POC			X		X	X			X		X	X	X	
FMCEC POC										X	X	X	X	X



# EAGLECASH POC REQUEST FORM (Cont.)

## SVC-417 EagleCash AKO Access

### Request Form EAGLE CASH POINT OF CONTACT (POC) CHANGE REQUEST FORM FORM # FRBB SVC-417

#### INSTRUCTIONS

1. A direct link to the form on AKO for Army personnel is at <https://www.us.army.mil/suite/files/9207522> and for Air Force personnel it is at <https://www.us.army.mil/suite/files/28184005>.
2. **NOTE: To fill out this form, please be sure to "enable all Macros" within the document.**
3. After completing ALL fields on this form,
  - For Army Finance requests, please submit to CPT Cornwell ([latashya.s.cornwell@kuwait.swa.army.mil](mailto:latashya.s.cornwell@kuwait.swa.army.mil))
  - For Postal requests, please submit to SFC Dowdy ([terry.v.dowdy@kuwait.swa.army.mil](mailto:terry.v.dowdy@kuwait.swa.army.mil)) or SSG Swink ([christopher.m.swink@kuwait.swa.army.mil](mailto:christopher.m.swink@kuwait.swa.army.mil))
  - For CONUS, Saudi, Kosovo, Germany and Honduras requests, please submit to Tony Taylor ([tony.taylor@dfas.mil](mailto:tony.taylor@dfas.mil))
  - For AAFES requests, please submit to Alisha Kim ([kimal@aafes.com](mailto:kimal@aafes.com)), Steve Donelson ([donelson@aafes.com](mailto:donelson@aafes.com)), or Tim Lane ([lanet@aafes.com](mailto:lanet@aafes.com))
  - For Air Force requests, please submit through Michael Windsor ([michael.windsor@wpafb.af.mil](mailto:michael.windsor@wpafb.af.mil)) or MSgt Kosino ([brandi.kosino@afcent.af.mil](mailto:brandi.kosino@afcent.af.mil))
  - For Navy requests, please submit to Jonathan Homeyer ([jonathan.homeyer@fms.treas.gov](mailto:jonathan.homeyer@fms.treas.gov))
  - For Marines requests, please submit to GySgt Angela Castro ([angela.castro@usmc.mil](mailto:angela.castro@usmc.mil))
4. The form will then be sent to FRBB via email to [Eagle@bos.frb.org](mailto:Eagle@bos.frb.org) using "Form 417: POC Change Request" as the subject line.

Today's date:

[\[Click here to enter a date\]](#)**MILITARY BRANCH : (select one)**☐ ARMY ☐ AF ☐ NAVY ☐ USMC ☐ DFAS**AFFILIATION:**☐ FINANCE ☐ POSTAL ☐ AAFES ☐ OTHER [Click here to enter text](#)

#### SECTION I: LOCATION INFORMATION

Country

Site Name/Location

# EAGLECASH POC REQUEST FORM (Cont.)

**SECTION II: WHO WOULD YOU LIKE TO ADD OR UPDATE AS A POC?**

First Name		Last Name		Middle	
Rank		Unit		DEROS (Date Estimated Return from Overseas)	
AKO Email			Preferred Email		
Is this a Temporary POC?	<i>Choose an item.</i>	Start Date	<i>Click here to enter a date.</i>	End Date	<i>Click here to enter a date.</i>

**SECTION III: DUTY POSITION**

Finance Cashier	<input type="checkbox"/>	Certifying Officer	<input type="checkbox"/>	Disbursing Manager	<input type="checkbox"/>	Disbursing Agent/AF Pay Agent	<input type="checkbox"/>	Command Element	<input type="checkbox"/>
Detachment Sergeant	<input type="checkbox"/>	Detachment EC POC	<input type="checkbox"/>	FMCO EC POC	<input type="checkbox"/>	FMC EC POC	<input type="checkbox"/>	Postal – COPE	<input type="checkbox"/>
Theater Postal Finance Officer	<input type="checkbox"/>	Non-Appropriated Funds (NAF) Custodian	<input type="checkbox"/>	AAFES Store Manager	<input type="checkbox"/>	MWR	<input type="checkbox"/>	DECA	<input type="checkbox"/>

**SECTION IV: WOULD YOU LIKE TO DELETE A POC?**

First Name		Last Name		Middle	
Rank		Effective Date of Deletion			
AKO Email			Preferred Email		

**COMMENTS**

For Assistance please call the EagleCash Customer Service Center:  
Monday – Friday 0100 – 1900 Eastern Time (excluding United States Federal holidays)  
Telephone: DSN 312-955-3555 or US 1-877-973-8982, Email: [eagle@bos.frb.org](mailto:eagle@bos.frb.org)

# EAGLECASH AKO WEBSITE

- The AKO EagleCash website is designed to provide easy access for SOPs, Policy Letters, and site folders.
- Site folders include: Hot/warm list, missing DD Form 2887s, etc.

The screenshot shows a Windows Internet Explorer browser window displaying the AKO EagleCash website. The address bar shows the URL <https://www.us.army.mil/suite/portal/index.jsp>. The browser's address bar includes navigation buttons (back, forward, stop, reload) and a search bar with the text "Google". The website's header features the "Army Knowledge Online" logo and a navigation menu with links for "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the header, there is a search bar and a "Welcome, James Brown | Create a Site | My" message. The main content area is titled "EagleCash Home (Related Content)" and includes a breadcrumb trail: "AKO Home > Army Organizations > Financial > EagleCash > EagleCash Home". The "Overview" section provides a detailed description of the EagleCash program, stating it is a cash management tool designed to support U.S. military personnel deployed in combat zones and on peace-keeping missions. It mentions that the program uses smart-card technology and off-line batch processing to reduce the amount of U.S. currency in circulation overseas, and to take workload out of the base Finance Office, thus freeing up military personnel for other essential duties. EagleCash cards are issued at selected pre-deployment sites in the U.S., and at Army Finance Offices in contingency areas of operation where the program has been deployed. The text also notes that EagleCash cards are a type of payment card referred to as "Stored Value Cards (SVC)" and can interface with automated kiosk devices located at convenient locations on the camp/base, which allow enrolled cardholders self-service access to funds in their U.S.-based checking accounts. Funds on the card can be used to purchase goods and services at the Post Exchange or Base Exchange, Postal facility, and most concessionaires on base. Each EagleCash kiosk transaction reduces Finance Office accountability and workload, and saves service persons time and money. The final paragraph states that the EagleCash cash management program was developed by U.S. Army Finance Command and the U.S. Treasury Department in partnership with the Federal Reserve Bank of Boston to support the financial needs of personnel serving in contingency areas of operation. The website also features a "Welcome to EagleCash" message, an "Alert!" section with a "Deposit Signed SVC Rules of Behavior files" notification, and a "Kiosk Trends" section. The bottom of the page includes a "EagleCash QuickTour" link.

Army Knowledge Online - Windows Internet Explorer

https://www.us.army.mil/suite/portal/index.jsp

File Edit View Favorites Tools Help

AKO Army Knowledge Online

Welcome, James Brown | Create a Site | My

Email Files Forums Groups IM Forms

Search... AKO Portal

EagleCash Home (Related Content)

AKO Home > Army Organizations > Financial > EagleCash > EagleCash Home

Welcome to EagleCash

Options

Overview

EagleCash is a cash management tool designed to support U.S. military personnel deployed in combat zones and on peace-keeping missions. The program, which improves convenience for Soldiers and other authorized personnel, was developed and is managed jointly by the U.S. Army and U.S. Department of the Treasury. The program uses smart-card technology and off-line batch processing to reduce the amount of U.S. currency in circulation overseas, and to take workload out of the base Finance Office, thus freeing up military personnel for other essential duties. EagleCash cards are issued at selected pre-deployment sites in the U.S., and at Army Finance Offices in contingency areas of operation where the program has been deployed.

EagleCash cards are a type of payment card referred to as [Stored Value Cards \(SVC\)](#) and can interface with automated kiosk devices located at convenient locations on the camp/base, which allow enrolled cardholders self-service access to funds in their U.S.-based checking accounts. Funds on the card can be used to purchase goods and services at the Post Exchange or Base Exchange, Postal facility, and most concessionaires on base. Each EagleCash kiosk transaction reduces Finance Office accountability and workload, and saves service persons time and money.

The EagleCash cash management program was developed by U.S. Army Finance Command and the U.S. Treasury Department in partnership with the Federal Reserve Bank of Boston to support the financial needs of personnel serving in contingency areas of operation. ~

EagleCash QuickTour

Options

ALERT! Deposit Signed SVC Rules of Behavior files >>>

22 Sep 2008 21:23 GMT

Click on the link to the right to navigate to the SVC Rules of Behavior folder. Please store your signed forms here. Thank you.

> SVC Rules of Behavior folder

Current < Previous | Next > Archived

EZpay Options

EZpay Folders

EagleCash Files >>> Options

Instructions to Upload & Download Files

Kiosk Resources & Updates

Kiosk ACH Returns

Expiration Date Resources (Patch update)

Hardware and Supplies Tracking

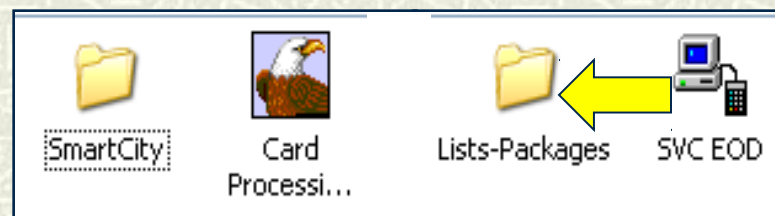
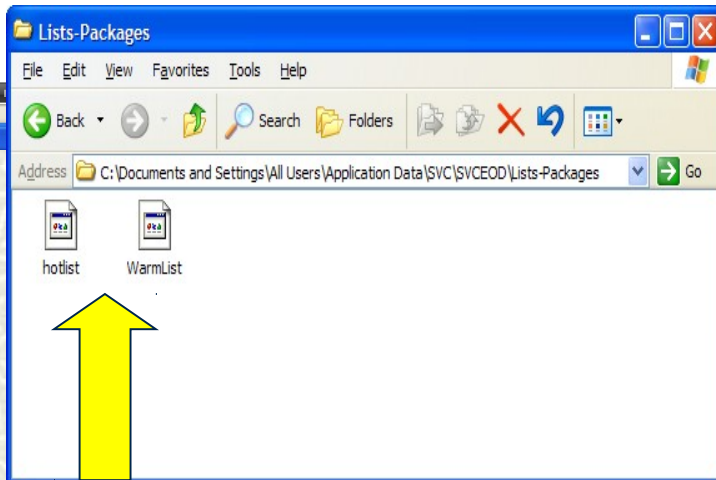
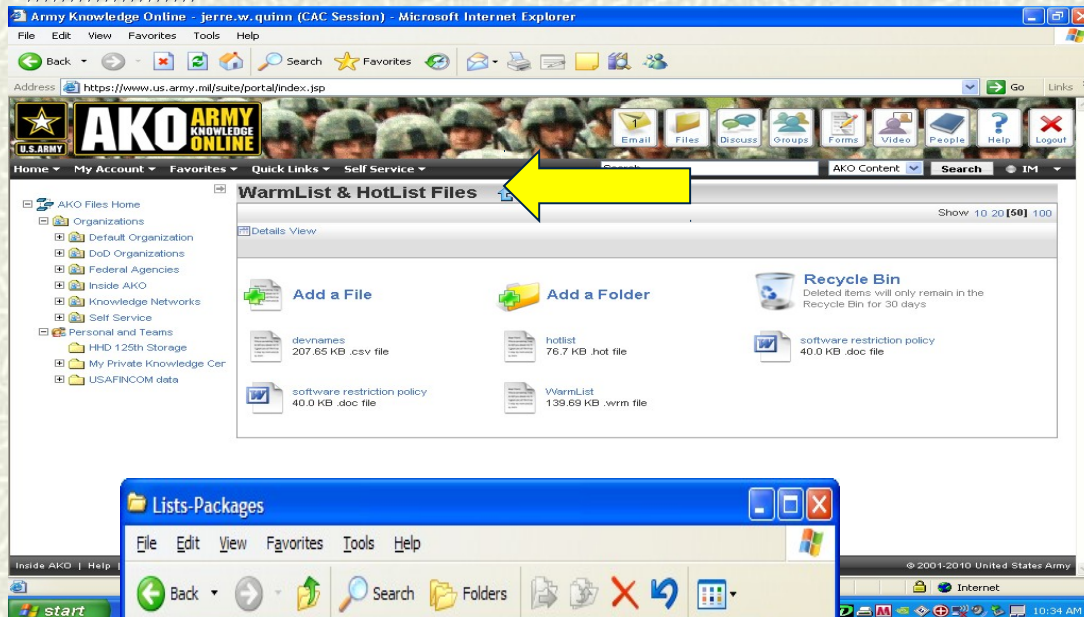
Kiosk Trends >>> Options

Kiosk Trends



# RECEIVE HOTLIST, WARMLIST, APPLICATIONS FROM EC-AKO WEBSITE

- The user pulls the Hotlist, Warmlist, and Device Names via EC-AKO daily.
- Save the files to the Lists-Packages folder within the EagleCash folder.
- Open EC folder.
- Double click on "SVC EOD" icon.





# PROCESS HOTLIST APPLICATIONS WARMLIST FROM EC-AKO WEBSITE (Cont.)

- In the "SVC EOD" window, click on the "Get Hotlist/Warmlist" icon.
- Once the "Get Hotlist/Warmlist" box appears, highlight the "Lists-Packages Folder" and select "OK."
- A "Get HotList/WarmList" window will appear confirming the files were imported. Click "OK."
- The SVC EOD window will reflect the latest dates of the imported HotList, WarmList, and DevNames.

**SVC EOD**

File View Help

Collection Summary

Issuer Sort Code	000011036005
Devices Collected Today	0
Last Collection	Friday, Jan 2 2009 02:53:04 PM
Files Pending Delivery	0

**Get HotList/WarmList**

Please select a drive to search for POS update files (e.g., hotlist.hot, warmlist.wrm). The contents of these files will be delivered to each POS terminal the next time transactions are collected.

CRUCIAL  
Floppy  
**Lists-Packages Folder**

OK

**Get HotList/WarmList**

The following updates were imported:

C:\Documents and Settings\All Users\Application Data\SVC\SVCEOD\Lists-Packages\hotlist.hot  
C:\Documents and Settings\All Users\Application Data\SVC\SVCEOD\Lists-Packages\WarmList.wrm

OK

**SVC EOD**

File View Help

Collection Summary

Issuer Sort Code	000011036005
Devices Collected Today	0
Last Collection	Friday, Jan 2 2009 02:53:04 PM
Files Pending Delivery	0

Delivery Summary

Delivery Method	Create Zip File on CRUCIAL drive
Last Zip File Generated	Friday, Jan 2 2009 02:56:05 PM

Other

Hot List Creation Date	Wednesday, Sep 17 2008 11:23:45 AM
Warm List Creation Date	Monday, Dec 15 2008 01:27:41 PM
Device Names Imported	Friday, Jan 2 2009 02:29:02 PM
Last Database Backup	Tuesday, Jan 6 2009 01:23:54 PM
DDS Queue Interface	Enabled

# **HOTLIST WARMLIST DO'S/DON'T**

---

## **# HotList Tips**

- Do's:
  - Receive file daily to the FRB laptop and Kiosk (Cancels Card).
  - Use for lost, stolen, or damaged cards (Incident Report must be initiated).
  - Issue new card (cannot reactivate).
- Don't:
  - Load residual value (handled by FRB only!!)
  - Allow over 96 hrs to pass before following up with FRB. (Except weekends and holidays)

## **# WarmList Tips**

- Do's:
  - Review excel spreadsheet (Kiosk ACH Returns) received from FRB.
  - Customer must provide new account info if original account was closed or does not allow ACH transactions (must complete new DD Form 2887).
  - For NSF, customer will be removed from list upon collection of funds after 4-5 business days.
  - Verify all banking information is correct.
  - Inform customer that card is still available for use at merchants only; cannot use at Kiosk.
- Don't:
  - Issue a new card.

# EAGLECASH INCIDENT APPLICATIONS

## REPORT FORM - SVC 414

### EAGLECASH INCIDENT REPORT FORM

SENSITIVE

#### INSTRUCTIONS

1. After completing Section I, please submit to FRBB via AKO or EagleCash CoP. DO NOT EMAIL.
2. After four business days of receipt of an IR, FRBB will perform an ACH credit to the cardholder's bank account of record. These Incident will be reflected on the tab "Resolved Incident Reports" indicating the balance credited to the cardholders account.
3. For cardholders without a US bank account, FO will need to complete Section III, resubmit IR and complete a 215 Deposit Ticket and 5515 Debit voucher

#### SECTION I (COMPLETED BY FINANCE OFFICE)

Today's date:	[[Click here to enter a date.]]		Date of Incident (if other than today)	[[Click here to enter a date.]]	
Finance Office DSN	[[Click here to enter text.]]		Site Name/Location	[[Click here to enter text.]]	
FO Contact Name	[[Click here to enter text.]]		EC Card Number to be cancelled (last 7 digits)	[[Click here to enter text.]]	
SSN (last 4 only)	[[Click here to enter text.]]		Permanent Email Address	[[Click here to enter text.]]	
Last Name	[[Click here to enter text.]]		First Name	[[Click here to enter text.]]	
Permanent Home/ Mailing Address	[[Click here to enter text.]]			Cardholder Phone #	[[Click here to enter text.]]
City	[[Click here to enter text.]]	State	[[Click here to enter text.]]	Zip	[[Click here to enter text.]]
Incident Type (Select one)		Other (Please Explain)			
[[Choose an item]]		[[Click here to enter text.]]			
Finance Office Comments		[[Click here to enter text.]]			
Special Instructions: If a card is used to conduct an "unauthorized " transaction, after completing the IR, please have the cardholder file a report with the Military Police					
New Card Issued?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If YES, List Last 7 digits of new card	[[Click here to enter text.]]	
Date Reissued (if other than today)	[[Click here to enter a date.]]				

- After completing section 1, the DA will submit the form to FRBB via EC-AKO. The form will be maintained at all times on the EC-AKO site.
- The DA will annotate the IR on their internal log.
- The DA will verify the next business day that the IR submitted has been posted to the FRBB IR log.



# EAGLECASH INCIDENT APPLICATIONS

## REPORT FORM - SVC 414

### (Cont.)

- After 4 business days, FRBB will perform a credit to the customer's bank account on record (DD Form 2887).
- The IR will be reflected on the tab "Resolved Incident Reports" which will indicate the balance credited to the customer's account.

SECTION II (FOR FRBB OFFICIAL USE ONLY) PLEASE DONOT WRITE IN THIS SECTION					
Receive Date	<a href="#">[Click here to enter a date]</a>	ECC Balance	<a href="#">[Click here to enter text]</a>		
Response Date to FO	<a href="#">[Click here to enter a date]</a>	Processed Via ACH?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
FRBB comments	<a href="#">[Click here to enter text]</a>				
SECTION III (FOR CARDHOLDERS WITHOUT US BANK ACCOUNT)					
Date	<a href="#">[Click here to enter a date]</a>	215 Deposit ticket	<a href="#">[Click here to enter text]</a>	5515 Debit Voucher	<a href="#">[Click here to enter text]</a>
Value Assigned to Reissued Card	<a href="#">[Click here to enter text]</a>	Balance	<a href="#">[Click here to enter text]</a>	Balance	<a href="#">[Click here to enter text]</a>
<p>*** For Assistance please call the EagleCash Customer Service Center: Monday – Friday 0100 – 1900 Eastern Time (excluding United States Federal holidays) Telephone: DEN 312.955.3555 or US 1.877.073.8082 Email: <a href="#">eaglecash@eaglecash.com</a></p>					

- \*\*For cardholders without a US bank account, the FM unit will need to complete section III and resubmit the IR to FRB via EC-AKO.




# EAGLECASH INCIDENT APPLICATIONS

## REPORT FORM - SVC 414

### (Cont.)

**\*\*To be performed only when the cardholder does not have a bank account associated with the EC card.\*\***

- The DA will have the cashier do an exchange transaction in DDS, with the incoming as SV (and card #) and outgoing as either cash, FC, or a load.
- The SVC 414 will be utilized as the supporting document in a similar manner as the Sales report.

Find by Sponsor SSN: 656456454  

Last Name: ARGUELLO

First Name: CARLOS ☐ Receipt Requested

MI: ☐ Merchant POS Sales Transaction

---

**Incoming**

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Rate	Amount
US	23.00	sv	123456	03/03/2011	1	23.00

---

**Outgoing**

*Curr Cd	*Amount	NI Type	NI Number	NI Date	Exchange Rate	US Equivalent Amount
US	23.00	sv	9874681100000714537	03/03/2011	1	23.00

# EAGLECASH INCIDENT APPLICATIONS REPORT LOG - EC-AKO WEBSITE

## EagleCash Incident Report Log

- The IR log is located on the EC-AKO site under "Incident Reports."

1	Base	Recd Date	Reason	Name	Card	Balance	Status	Resi
14	CSC Phone Request	9/15/11	other	Almeida, Michael	1692087	\$62.17	In Process	
15	CSC Phone Request	9/15/11	other	Barroll, Nicholas	1721627	\$42.20	In Process	
16	CSC Phone Request	9/15/11	other	Burger, Corrie	1295415	\$386.87	In Process	
17	FRBB Direct	9/15/11	other	Dolan, William	1743000	\$59.56	In Process	
18	Shank	9/15/11	Damaged	Hunt, Timothy	1475744	\$17.00	In Process	
19	Shank	9/15/11	Damaged	Moore, Mickey	1809336	\$200.00	In Process	
20	As Sayliyah	9/15/11	Damaged	Moreno, Kelly	1407304	\$50.78	In Process	
21	As Sayliyah	9/15/11	expired	Reeves, Matthew	1131516	\$13.54	In Process	
22	Wilson	9/15/11	Damaged	Reyes, Dina	1365720	\$84.26	In Process	
23	Wilson	9/15/11	Lost	Singleton, Samuel	1729886	\$3.06	In Process	
24	Walton	9/15/11	Lost	Stayner, Ashley	1795473	\$22.87	In Process	
25	Spann/Marmal	9/15/11	Damaged	Wagner, Sara	1056329	\$3.67	In Process	
26	Liberty	9/15/11	Lost	Bush, Milton	1387123	\$27.03	In Process	
27	Liberty	9/15/11	other	Fernandez, John	1700888	\$0.00	In Process	
28	Kalsu	9/15/11	Lost	Gilman, George	1736006	\$0.52	In Process	
29	IBB	9/15/11	Lost	Rita, Rosalie	1724543	\$0.00	In Process	

# EAGLECASH EQUIPMENT APPLICATIONS AND SUPPLIES REQUEST FORMS

- **SVC Form 411**
- **Process for Supplies and replacement parts.**
- **Submit to FRBB in accordance with local policy.**

EagleCash Equipment Request Form: Replacement Hardware & Supplies	
The purpose of this form is to ensure prompt handling of all requests for all replacement devices and supply requests. Please email the request to <a href="mailto:Eagle@bos.frb.org">Eagle@bos.frb.org</a> ; and include the following in the email subject line: "Hardware and Supply Requests - (Base Name)"	
Please fill out the Name and Address of recipient who will receive the supplies	
Name: _____	Date of Request: _____
Address: _____	Army <input type="checkbox"/>
_____	Air Force <input type="checkbox"/>
_____	DMPO <input type="checkbox"/>
_____	Marines <input type="checkbox"/>
Replacement Hardware (New device / equipment requests require approval from USAFMCOM, Air Force or MCDOSS.) NOTE: When replacing kiosks and laptops, please contact FRBB for RTN authorization.	
Device Number: _____	Finance Office <input type="checkbox"/>
RTN Number: _____	Post Office <input type="checkbox"/>
Device type: (please check the appropriate boxes)	AAFES <input type="checkbox"/>
Countertop POS <input type="checkbox"/>	Other: _____
Mobile POS <input type="checkbox"/>	
Kiosk <input type="checkbox"/>	
Laptop <input type="checkbox"/>	
ACH Laptop <input type="checkbox"/>	
Other Equipment <input type="checkbox"/>	Identify Equipment: _____
Base Name: _____	Power Source
Merchant Name: _____	110 V (US) <input type="checkbox"/>
Facility / Postal Number: _____	220 V <input type="checkbox"/>
Serial Number of Device: _____	Plug Type
Description of problem: _____	European (round 2-prong) <input type="checkbox"/>
Are there any transactions on the device: _____	U. K. / Asia (flat 3-prong) <input type="checkbox"/>

# EAGLECASH EQUIPMENT APPLICATIONS AND SUPPLIES REQUEST FORMS (Cont.)

Device Number: _____		Finance Office _____	
Device type: (please check the appropriate boxes)		Post Office _____	
Countertop POS	<input type="checkbox"/>	AAFES _____	
Mobile POS	<input type="checkbox"/>		
Kiosk	<input type="checkbox"/>	Other: _____	
Laptop	<input type="checkbox"/>		
ACH Laptop	<input type="checkbox"/>		
Other Equipment	<input type="checkbox"/>	Identify Equipment: _____	
Base Name: _____		Power Source	
Merchant Name: _____		110 V (US) <input type="checkbox"/>	
Facility / Postal Number: _____		220 V <input type="checkbox"/>	
Serial Number of Device: _____		Plug Type	
Description of problem: _____		European (round 2-prong) <input type="checkbox"/>	
Are there any transactions on the device: _____		U. K. / Asia (flat 3-prong) <input type="checkbox"/>	
Additional comments: _____			
_____			
_____			
_____			
<b>Supply Request</b>			
Location: _____			
Merchant Name: _____			
Supplies needed: _____			
_____			
Additional comments: _____			
_____			
_____			
_____			
_____			
For questions please contact FRBB Customer Service Center Hours are M - F from 0100 hours - 1900 hours Eastern Time Zone, excluding federal			
Toll-Free 877-973-8982 or DSN 312-955-3555; Email: <a href="mailto:ea@bos.frb.org">ea@bos.frb.org</a>			
<a href="http://www.fms.treas.gov/eaglecash">www.fms.treas.gov/eaglecash</a>			

• **SVC Form  
411 (cont.)**



# EAGLECASH EQUIPMENT APPLICATIONS AND SUPPLIES REQUEST FORMS (Cont.)

## EagleCash Equipment Request Form: New Hardware

The purpose of this form is to ensure prompt handling of all requests for new devices. Please email your order to [Eagle@oas.frb.org](mailto:Eagle@oas.frb.org) and state the following in the email subject line: "New Hardware Requests - (Base name - Type of Vendor)"

Note: This form is only for use if your case has already completed its initial EagleCash Deployment.

Please fill out the Name and Address of recipient who will receive the equipment

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date of Request: \_\_\_\_\_  
Army ☐  
Air Force ☐  
DMPO ☐  
Marines ☐

New Hardware (New device / equipment requests require approval from USAFMCOM, Air Force, MCDOSS and the US Treasury.)

Finance Office ☐ AAFES ☐ Other: \_\_\_\_\_  
Post Office ☐  
Base Name: \_\_\_\_\_

(please check the appropriate box) New customer ☐

Note: Please check above box if you have not participated in the EagleCash program.

Expansion ☐

Note: Please check above box if you have participated in the EagleCash program and require additional devices to service your internal customers.

Device type: (please check the appropriate boxes and indicate quantity needed with type of power source)

Countertop POS	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	Power Source 110 V (US) <input type="checkbox"/> 220 V <input type="checkbox"/>
Mobile POS	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	
Other Equipment	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	
Laptop	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	Plug Type European (round 2-prong) <input type="checkbox"/> U. K. / Asia (flat 3-prong) <input type="checkbox"/>
ACH Laptop	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	
Kiosk	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	
Other Equipment	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	
Identify Equipment: _____				
Merchant Name: _____				
Facility / Postal Number: _____				

JUSTIFICATION:

For questions please contact FRBB Customer Service Center Hours are M - F from 0100 hours - 1900 hours Eastern Time Zone, excluding Federal holidays.

Toll-Free 877-973-8982 or DSN 312-955-3555; Email: [eagle@oas.frb.org](mailto:eagle@oas.frb.org)  
[www.fms.treas.gov/eaglecash](http://www.fms.treas.gov/eaglecash)

- **SVC Form 412**
  - **New hardware.**
  - **Submit through appropriate channels.**
  - **Acknowledge receipt of equipment.**
  - **DA Form 3161.**
  - **Post DA Form 3161 to AKO folder.**

# Collections Information Repository (CIR)

**CIR** **Collections Information Repository**  
(Formerly the Transaction Reporting System)

[LOGIN](#)

[Help](#)

## Login

**WARNING!** You have accessed an official government owned or operated computer system. This system may be used by authorized users for authorized purposes only. Any unauthorized use or modification of any of the information stored on this system is a violation of federal law and may subject you to civil or criminal penalties or loss of access. Any attempt to upload unauthorized or restricted data may also result in civil criminal penalties or loss of access. The government may monitor and audit the usage of this system and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. If you are not an authorized user, you are required to exit now.

User ID :

Password :

[Login](#)

[Contact Us](#) | [Collections Information Repository](#)

# LAPTOP TO KIOSK APPLICATIONS

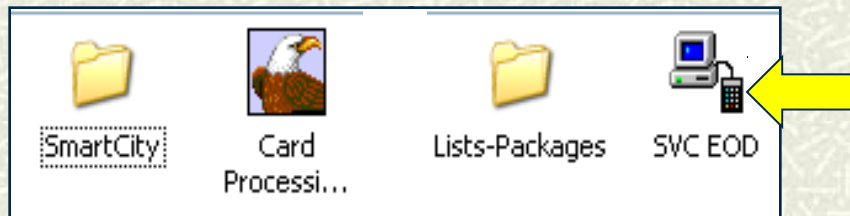
## TRANSACTION COLLECTION PROCEDURES

---

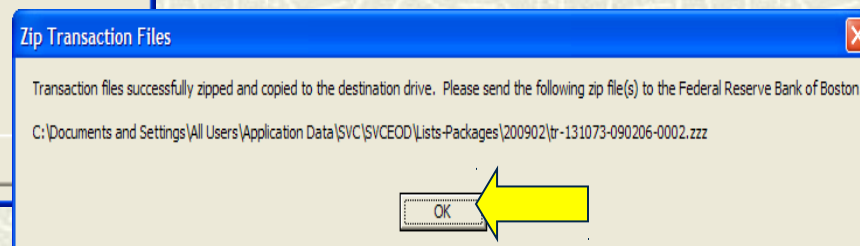
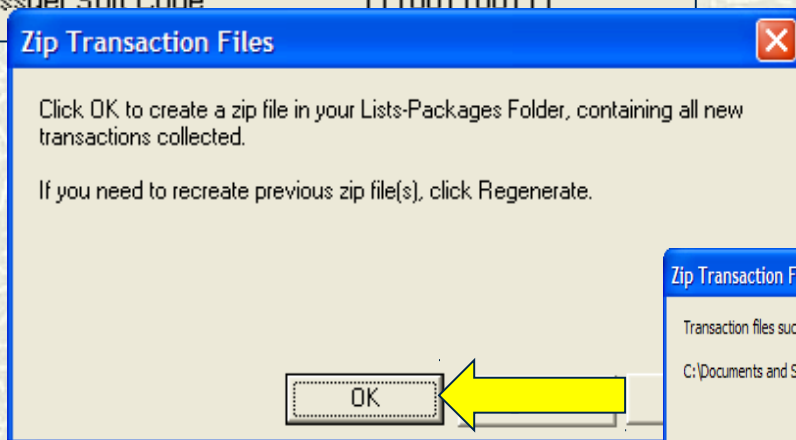
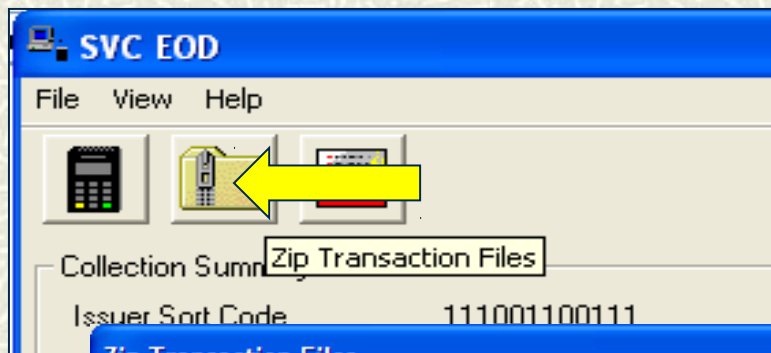
- Import the updated Hot/Warm list to the laptop prior to retrieving the transactions from the kiosks. **Files must be in the “list packages” folder.**
- Ensure the front access panel key for the kiosk is available.
- Unlock the front access panel and ensure red cross over cable from kiosk is connected to the laptop.
- Log in to “kiosk laptop” and open Eagle Cash folder. Double click SVC EOD icon. **Be sure that the SVC-EOD is running on the laptop before commencing the file transmission**
- Tap three corners and enter Supervisor mode (19733698) on the kiosk, select “File Transfer,” and then “Transfer.” The files should be transferred within a minute or two and a “Complete” message will be displayed. Ensure the transfer was completed and hot/warm list information was updated to reflect current date.



# LAPTOP TO KIOSK APPLICATIONS TRANSACTION COLLECTION PROCEDURES (Cont.)

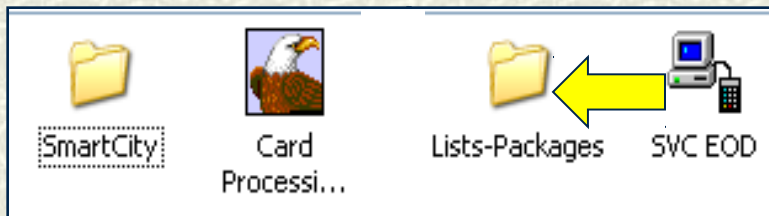


- Select the SVC EOD icon from the EagleCash folder.
- Select Zip utility icon from "SVC EOD" tool bar.
- Select "OK" on "Zip Transaction Files" screen. The transactions will be saved to the "Lists-Packages Folder." Once the window appears, select "ok."

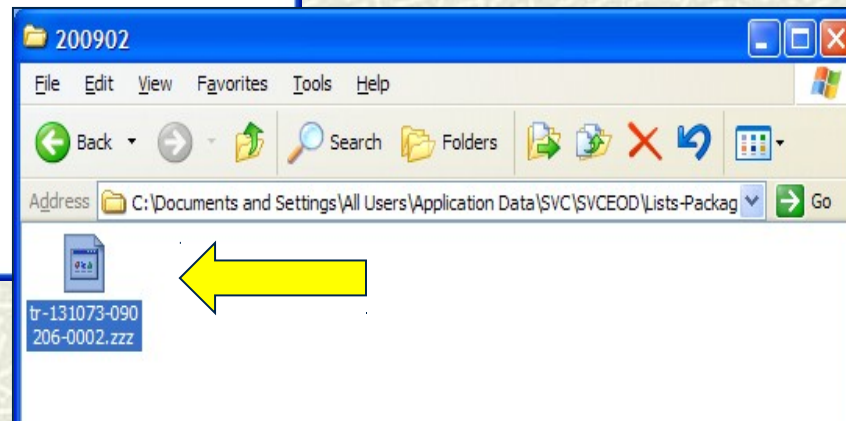
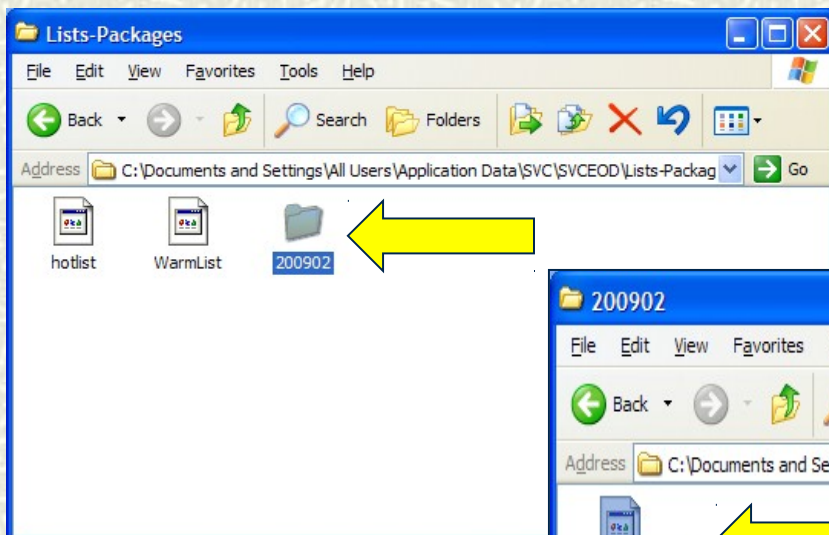




# LAPTOP TO KIOSK APPLICATIONS TRANSACTION COLLECTION PROCEDURES (Cont.)



- The file is now ready to be placed on the EC-AKO website.
- Open the EC folder, and double click on the “Lists-Packages” icon.
- Double click the appropriate folder.
- Select the file and place it on the EC-AKO website.



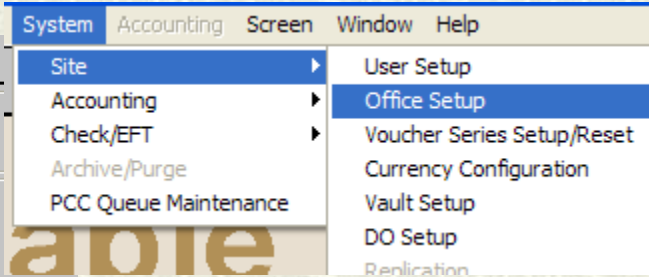
# KIOSK MAINTENANCE



- Wipe and clean the entire screen area.
- Wipe down the exterior.
- Dust out the interior section of the Card Reader and Air Vents Power up the kiosk.
- Clean the printer's exterior.
- Dust out the interior of the printer.
- Verify that the printer has adequate amount of paper.
- Do not use Kiosk keypad unless instructed by FRBB.

# CREATE AN FMST SITE (Step 1)

- **System**
- **Site**
- **Office Setup**



The screenshot shows the FMST Site creation form. A yellow arrow points to the 'Parent Site' field, which is set to '0005'. Another yellow arrow points to the 'Site Id' field, which is set to '11111'. A third yellow arrow points to the 'Office Name' field, which is set to 'FST 1'. A fourth yellow arrow points to the 'Office Name' field in the table below.

The 'Forms' dialog box displays the message: "FRM-40404: Database apply complete: 1 records applied."

The table below shows the list of sites:

Active	Parent Site Id	Site Id	Site Type	Office Name
YES	00001	00005	REMOTE	REMOTE SI
YES	00005	11111	REMOTE	FST 1

**Ensure to uninstall and reinstall DDS on the FMST laptop.**

# CREATE AN FMST SITE

## (Step 2)

### Add Users To FMST Site

\*Site Id: 40000 FOB EGGERS Last Update:

\*User Id: ADM ☐ Inactive User

Name: ADMIN ADMIN

(\*Last, \*First, MI)

\*SSN: 123121212

Signature Block: ADMIN

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input checked="" type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input checked="" type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Example of  
admin

\*Site Id: 40000 FOB EGGERS Last Update:

\*User Id: CER ☐ Inactive User

Name: CERTIFIER CERTIFIER

(\*Last, \*First, MI)

\*SSN: 123456789

Signature Block: CERTIFIER

PCC Login ID:

SVC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input checked="" type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input checked="" type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks

Example of a certifier

\*Site Id: 40000 FOB EGGERS Last Update:

\*User Id: CAL ☐ Inactive User

Name: CASHIER CASHIER

(\*Last, \*First, MI)

\*SSN: 987654321

Signature Block: CASHIER

PCC Login ID: AAATE001

SVC Login ID: DISB101

NMC Login ID:

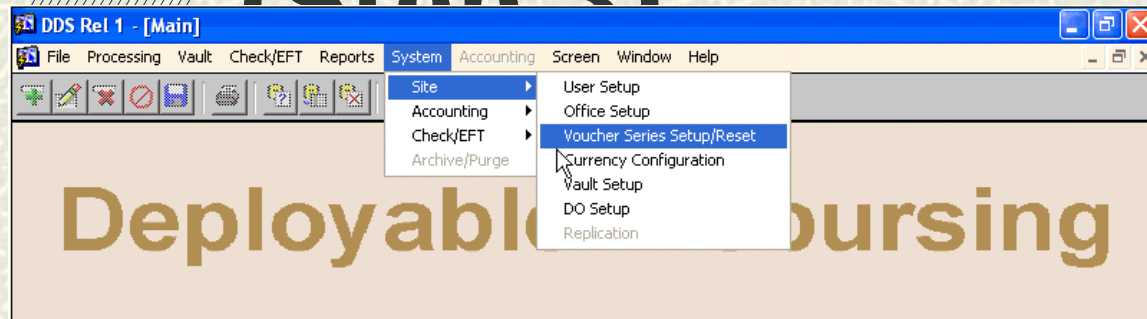
User can Perform the Following Functions

<input checked="" type="checkbox"/> Agent Functions	<input checked="" type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Example of a cashier

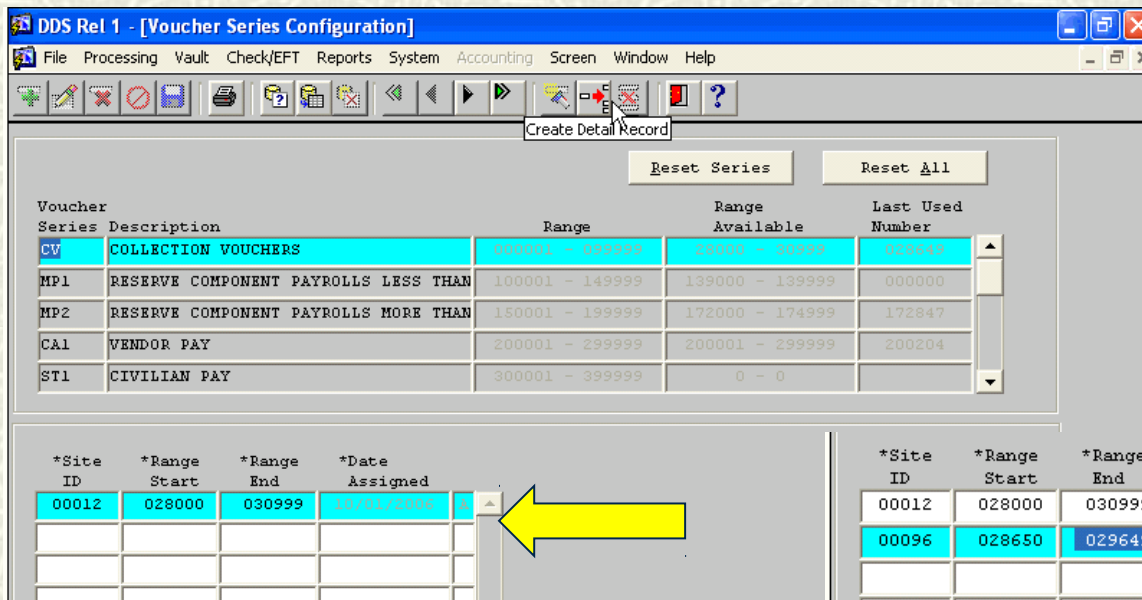


# CREATE AN FMST SITE



## Voucher Series Set-up

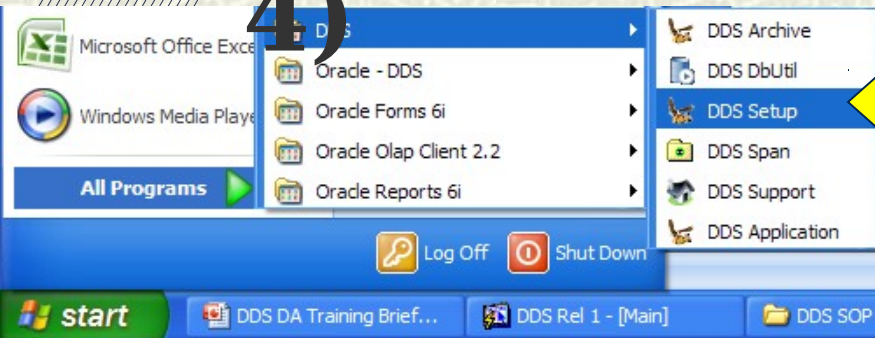
- System
- Site
- Voucher Series Setup
- The DA must identify how many vouchers of each "Voucher Series" that will be given to the FST site.



# CREATE AN FMST SITE (Step

# 4)

- The DA must be completely out of DDS in order to create an export file.



Official DOD Warning Emblem

>> For Official Use Only <<

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Accept

DDS Application Install Setup

Setup Type

☐ Main

+DSSN

☐ Remote

☒ DDS Load

☐ DDS Remote Load

+Filename:

DDS Load


OK


Cancel

# CREATING A NEW SITE (Step 5)

- The DA must select the main site. **Do not** select the site that has not been created yet.

Selection of Re-Entry Site

Site: 




Installation Login

\*Site

\*User Code

\*Password




- User Code is "DDS"
- Password is "??????"

Site Setup Menu

1. Disbursing Officer Setup	9. EFT Setup
2. Office Setup	10. U.S./Foreign Currency Check Configurati
3. Table Maintenance	11. Voucher Series Configuration
4. Accounting Setup	12. Balance Setup
5. Currency Configuration	
6. Default Accounting	
7. User Setup	
8. Vault Setup	

Menu selection:



# CREATE AN FMST SITE (Step 6)

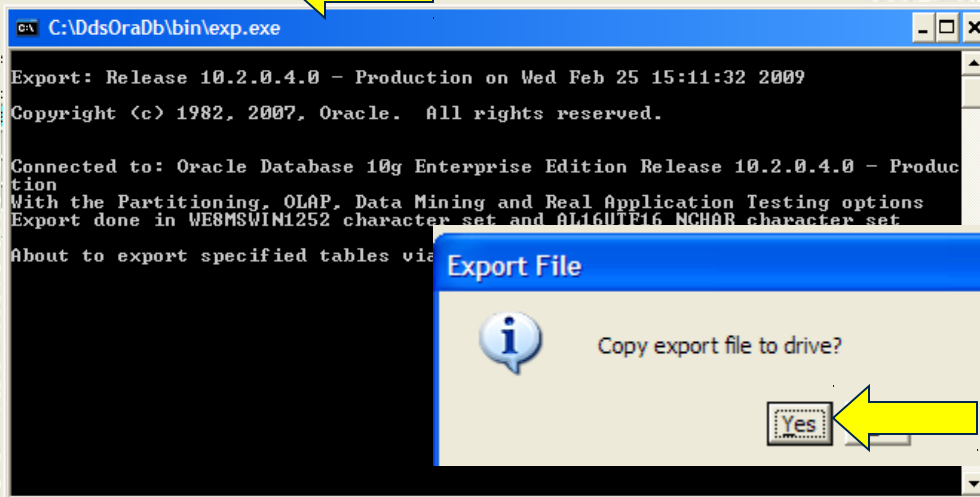


Select Site to Export

Active	Parent Site Id	Site Id	Site Type	Office Name
YES	00000	11111	REMOTE	EST 1

OK

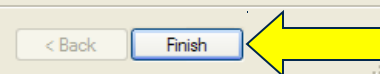
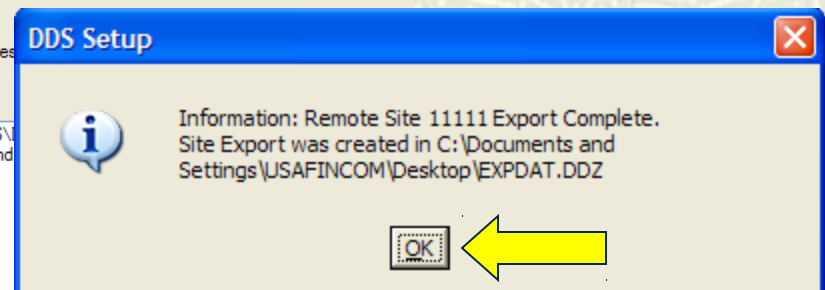
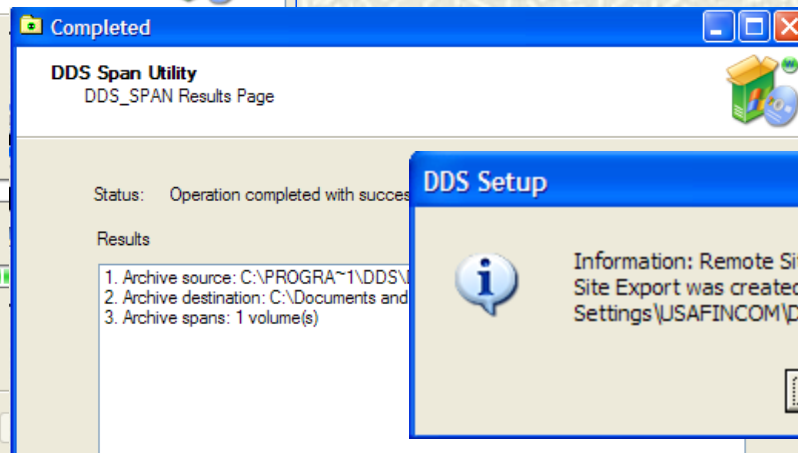
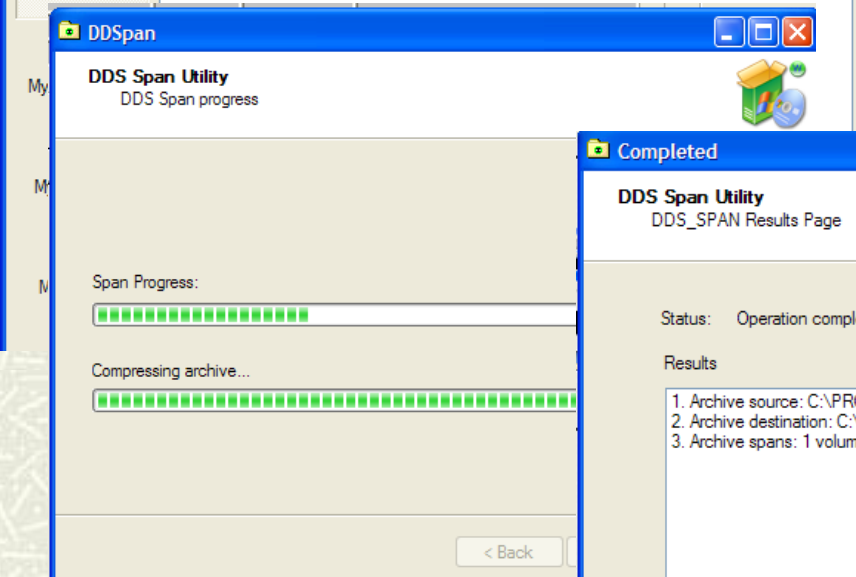
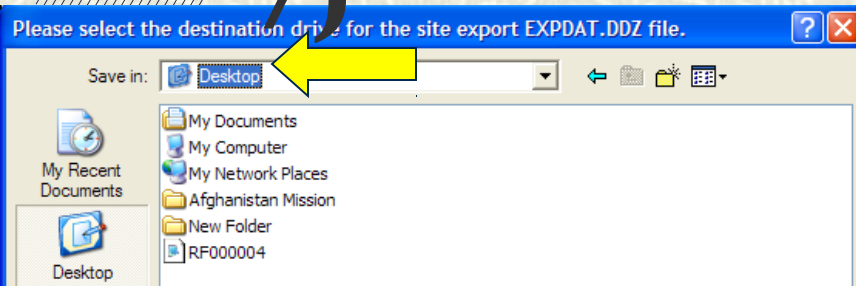
Cancel





# CREATE AN FMST SITE (Step

7)



# CREATE AN FMST SITE (Step 8)

- The DA will take the file created, "EXPDAT.DDZ" and place it on the desktop of the *FMST computer*.

Official DOD Warning Emblem

>> For Official Use Only <<

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, monitoring, interception, and search, and may be disclosed or used for any purpose.

-This IS includes security measures (e.g., authentication and access controls) that may limit your ability to use or share the information.

-Notwithstanding the above, using this IS does not constitute consent to be investigated or monitored, or to the disclosure of information to the USG, by any person using this IS. Such communications are private and confidential. See User Agreement for details.

Accept

## DDS Application Install Setup

### Setup Type

☐ Main

\*DSSN

☐ Remote

☐ DDS Load

☒ DDS Remote Load

\*Filename:

Please select the location of the

OK

## Select the location of the site export file EXPDAT.DDZ.

Look in: DVD-RW Drive (E:)

EXPDAT.DDZ

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name: EXPDAT

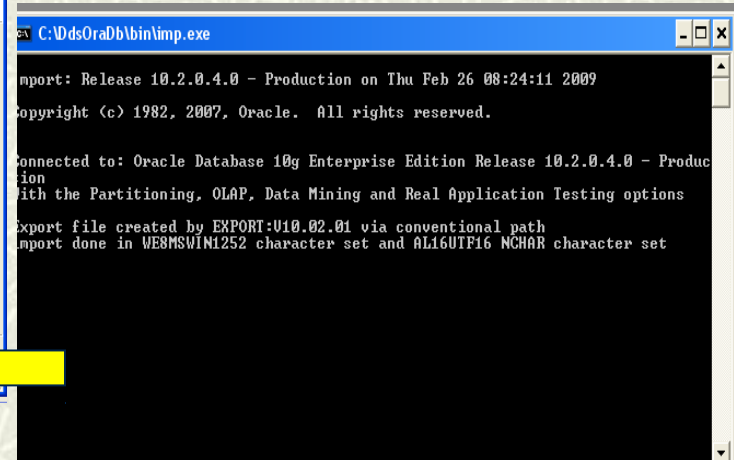
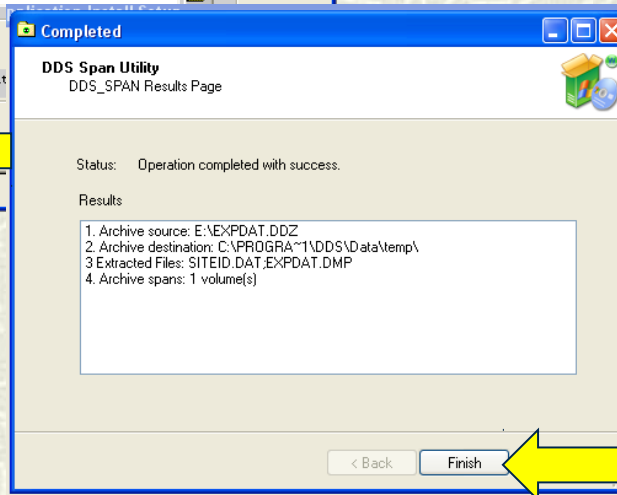
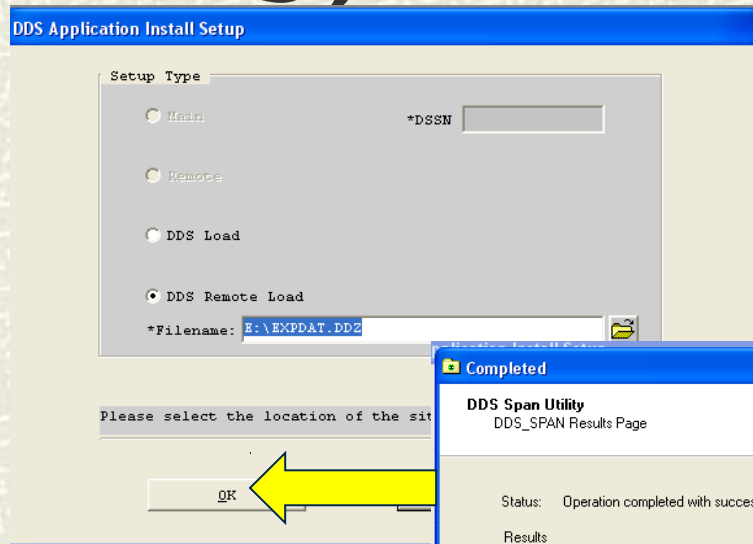
Files of type: DDS Archive (\*.DDZ)

☐ Open as read-only

Open

Cancel

# CREATE AN FMST SITE (Step 9)



# CREATE AN FMST SITE (Step 10)

- The DA must choose option 2, "office set-up," then select edit, and save. This will open a business day.

Installation Login

\*Site   
\*User Code   
\*Password

OK

Site Setup Menu

1. Disbursing Officer Setup	9. EFT Setup
2. Office Setup	10. U.S./Foreign Currency Check Configurati
3. Table Maintenance	11. Voucher Series Configuration
4. Accounting Setup	12. Balance Setup
5. Currency Configuration	
6. Default Accounting	
7. User Setup	
8. Vault Setup	

Menu selection:

OK

Data Load Site Export

- User Code is "DDS"
- Password is "???????"

Site Setup Form

\*Site  \*Site Id:  Remote \*SSN:  ☒ Site in same database  
\*Department of  ☐ Inactive

☐ Person ☒ Institution

FST 1

Address

☒ US ☐ Foreign

KANDAHAR

\*Actg Svc:  \*Actg Type:  GLAC:  ☐ ODS WCD:   
\*Parent FSN/\*AAA:  UIC:

Phone:  Fax:  MILPAY Interface Type

☒ EDA/MyPay ☒ Advice of Payment ☐ SSN on AOP ☐ PCC

☐ DJMS ☐ DTMERS

Active	Parent Site Id	Site Id	Site Type	Office Name
YES	00005	11111	REMOTE	FST 1



# CREATE AN FM

- If a window appears stating that the business day must be opened first, then the user during office set-up did not select edit and save.
- A window will appear to open the business day. Once entered, the user will enter the current exchange rate.

Site Setup Menu

DDS Setup



Error: Please open a business day for site 11111 by pressing the edit button and then the save button in the office setup screen



Menu selection: ☐

DDS Rel 1 - [DDS Set Business Day]

Window Help

Prior Business Date:

\*Current Calendar Date: 02/26/2009

\*Current Business Date: 02/26/2009

OK

02/26/2009 A

\*Currency Code: A1 1 of 2

☒ Daily Exchange Rates?

Prior

\*Current

Accommodation:

Prevailing:

Official:

Average:

Curr Code	Accommodation	Prevailing	Official	Average
-----------	---------------	------------	----------	---------

A1	Forms			
AF				



FRM-40404: Database apply complete: 3 records applied.



# CREATE AN FMST S 12)

- The next screen that the user will enter information will be option 7, user set-up.
- If all users were created prior to conducted the initial site export, then no users will be created here.

Site Setup Menu

1. Disbursing Officer Setup	9. EFT Setup
2. Office Setup	10. U.S./Foreign Currency Check Configuration
3. Table Maintenance	11. Voucher Series Configuration
4. Accounting Setup	12. Balance Setup
5. Currency Configuration	
6. Default Accounting	
7. User Setup	
8. Vault Setup	

Menu selection:

OK

Data Load Site Export

\*Site Id:  Last Update:

\*User Id:  ☐ Inactive User

Name:

(\*Last, \*First, MI)

\*SSN:

Signature Block:

PCC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Mainwading Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher

# CREATE AN FMST SITE (Step

## Site Setup Menu

- |                             |   |
|-----------------------------|---|
| 1. Disbursing Officer Setup | 9. EFT Setup                                  |
| 2. Office Setup             | 10. U.S./Foreign Currency Check Configuration |
| 3. Table Maintenance        | 11. Voucher Series Configuration              |
| 4. Accounting Setup         | 12. Balance Setup                             |
| 5. Currency Configuration   |   |
| 6. Default Accounting       |   |
| 7. User Setup               |   |
| 8. Vault Setup              |   |

Menu selection: 12

OK

Data Load

Site Export

\*File Name:

Records Imported: 0

Uncleared LDA Checks

Dishonored Checks

Deposits

EFT for Cash

### DDS Setup



Information: DD2665 has been finalized. Installation is complete.

OK

Select Import File

Edit Import File

Import Data

Backout Data

DD2665 Sec. 1

DD2665 Report

- On the final screen, option 12, the user will need to select "DD2665 Report." This will finalize the FMST site's daily business and require the user to open a new business day.

# SECURITY FORMS

- **SF 700 should be placed inside the security container.**
- **An additional copy of the form with either the combination or an extra key should be placed in an envelope and forwarded to the DDO for safekeeping. The envelope should be sealed, signed across the sealed opening, and clear tape placed over the signature to ensure that the envelope is not compromised.**
- **The DDO/DO may authorize the DA to keep the envelope at the installation/STB S-2.**
- **A memo should be generated to maintain on hand that identifies where the extra set of keys/combination is located. The memo will be located out of view of the public.**

SECURITY CONTAINER INFORMATION		
<b>INSTRUCTIONS</b> 1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP). 2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER. 3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER. 4. DETACH PART 2A AND INSERT IN ENVELOPE. 5. SEE PRIVACY ACT STATEMENT ON REVERS.  10. Immediately notify one of the following persons if this container is found open and unattended.	1. AREA OR POST (if required)	2. BUILDING (if required)
	4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)	5. CONTAINER NO.
	6. MFG & TYPE CONTAINER	7. MFG & TYPE LOCK
	8. DATE COMBINATION CHANGED	
	9. NAME AND SIGNATURE OF PERSON MAKING CHANGE	
EMPLOYEE NAME	HOME ADDRESS	HOME PHONE
1. ATTACH TO INSIDE OF CONTAINER		

700-101  
NSA13540-01-214-5372

STANDARD FORM 700 (8-85)  
Prescribed by GSA/ISOO  
32 CFR 2003

WARNING  
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

DETACH HERE

CONTAINER NUMBER	
<b>COMBINATION</b>	
	turns to the (Right) (Left) stop at
	turns to the (Right) (Left) stop at
	turns to the (Right) (Left) stop at
	turns to the (Right) (Left) stop at
<b>WARNING</b>	
THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED. UNCLASSIFIED UPON CHANGE OF COMBINATION	
2A	INSERT IN ENVELOPE

97700 (8-85)  
P16 12/10/05  
GSA/ISOO  
32 CFR 2003



# SECURITY FORMS (Cont.)

## Standard Form 701

ACTIVITY SECURITY CHECKLIST				DIVISION/BRANCH/OFFICE														ROOM NUMBER		MONTH AND YEAR		
Irregularities discovered will be promptly reported to the designated Security Office for corrective action				Disbursing Agent, Camp Al Asad, Iraq														DA Office		Aug 2006		
TO (if Required)				FROM (if required)														THROUGH (if required)		Statement		
Finance Office Camp Arifjan, Kuwait				Finance Office Camp Al Asad, Iraq																I have conducted a security inspection of this work area and		
ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1. Security containers have been locked and checked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Windows and doors have been locked (where appropriate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Typewriter ribbons and ADP devices (e.g., disks, tapes) containing classified material have been removed and properly stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Security alarm(s) and equipment have been activated (where appropriate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIAL FOR DAILY REPORT	WVW																					
TIME																						

- SF 701 should be placed on the inside side of the secured area's door.
- The form should be initialed on the appropriate day's block prior to leaving for the day.

STANDARD FORM 701 (8-85)

# Standard Form 702

- SF 702 should be placed on the outside side of the secured container's door.
- The form should be initialed each time the container is opened or closed.

# DDS

## HELP DESK INFORMATION

- **DDS helpdesk mission is to support the deployed environment by providing assistance for DDS related issues.**
- **If the DA needs assistance with a DDS system issue, the helpdesk should be contacted via telephone or email.**
- **If the DA needs assistance in balancing, the DDO must be contacted.**



### #Phone Number:

#Commercial: (317) 212-1490

#DSN: (318) 699-1490

#Blackberry: (317) 209-6328

### #Training

#USAFMCOM OST (317) 212-3016

#Email address: [cin-ddshelpdesk@dfas.mil](mailto:cin-ddshelpdesk@dfas.mil)



# TREASURY OTCnet SUPPORT CENTER INFORMATION

## # Policy and Hardware Requests

- Mr. Russ Hacecky
  - [russell.hacecky@dfas.mil](mailto:russell.hacecky@dfas.mil)
  - (317) 212-3640 (DSN: 699)



## # Training

- USAFMCOM OST (317) 212-3016

## # OTCnet Treasury Support Center:

- Comm: 1-866-945-7920 Calling From DSN: (First Dial 809-463-3376)
- DSN: 510-428-6824
- OTCnet Mailbox: [FMS.OTCChannel@citi.com](mailto:FMS.OTCChannel@citi.com)
- OTCnet Website: <http://www.otcnet.fms.treas.gov>



# EAGLECASH HELP DESK INFORMATION

## # Point of Contact

# Mr. Charles (Tony) Taylor

# [tony.taylor@dfas.mil](mailto:tony.taylor@dfas.mil)

# (317) 212-5378 (DSN: 699)

## # Training

# USAFMCOM OST (317) 212-3016

## # ECC Customer Service Center

# Hours of Operation

0100 - 1900 hours ET

Monday - Friday (excluding Federal Holidays)

DSN: (312) 955 - 3555

# US Toll Free: 1 - 877 - 973 - 8982

# Fax: (617) 973 - 3898

# Email: EagleCash on AKO:

(for the latest SOP, Quick Reference Guides, Bulletins, and Newsletters, etc.)

<https://www.us.army.mil/suite/page/387344>



# CHANGE OF ACCOUNTABILITY REMINDERS

---

- Ensure a good left seat/right seat ride is conducted.
- Ensure all passwords/User IDs are granted prior to outgoing unit's departure (OTCnet, EC-AKO, DDS, Corps2 Server, FRB POC).
- Conduct a thorough cash verification during transition of all accountable items (cash, DD Forms 1081, batch-list, TR files). Reconcile all prior OTCnet batch-lists, and FMST FRB laptops.
- Create new users for DDS. Delete/Inactivate outgoing personnel from DDS and FRB email communications.
- Update and sign DA Form 3161 for FRB equipment and forward to USAFMCOM/ FRB.
- Obtain all current SOP's, Policy Letters, and Internal Control inspection checklists.